

VA MASTER CONTINUITY OF OPERATIONS (COOP) PLAN

1. PURPOSE. The purpose of the COOP Master Plan is to:

- a. Provide command and control of operational organizations to continue mission-critical operations.
- b. Gather essential information and provide analysis of it for the National Emergency Management Team (NEMT).
- c. Assist in the development of dynamic policy required by emerging situations.

2. ASSUMPTIONS FOR ACTIVATION OF COOP RELOCATION

- a. President or VA Secretary activates COOP
- b. VACO Campus is or will be unavailable, and
- c. The COOP will be operational within 12 hours and may maintain operations up to 30 days.
- d. All or a majority of VA national infrastructure remains intact and is operating.

3. DISTRIBUTION

- a. The Office of Security and Law Enforcement, Emergency Preparedness and Administration, is responsible for receiving, reviewing, and maintaining the VA Master COOP Plan, and will be responsible for its distribution. Each copy of the plan will have a plan control number assigned, and a record of plan distribution will be maintained.
- b. Distribution will be made to each Administration Head, Assistant Secretary, Deputy Assistant Secretary, and Other Key Officials.
- c. Further distribution should be on a need-to-know basis. Emergency Planners will be responsible for distributing their individual office COOP plans.

4. SITE VULNERABILITY ANALYSIS. Effective COOP Planning begins with an analysis of the hazards and vulnerabilities specific to an operating site. Threats to the Federal Government structure and functions could derive from natural disasters and accidents, technological emergencies, military or terrorist threat or attack. The Office of the Deputy Assistant Secretary for Administration has the primary responsibility for VACO site vulnerability analysis. Each VACO organization should, however, contribute its own analysis based on its unique needs. All appropriate hazards should be taken into consideration.

- a. Hazard identification and vulnerability assessments combine probabilities of event occurrence with risk factors relevant to the specific site, such as the nature of the operation and structural characteristics, to determine the level of risk.
- b. Secondary hazards should also be taken into consideration. A secondary hazard is one that arises from the impact of a primary hazard. For example, an organization may be well protected from fire; however, if an earthquake broke power cables, disrupted water lines, and blocked streets, then the organization's reliance on paper files, or its use of flammable materiel otherwise carefully protected, could make fire a serious secondary hazard.
- c. The assessment of hazards to a specific site should include consideration of off-site hazards that can pose on-site risks. An example may be that of an activity located outside an earthquake area, whose mission-essential Information Technology (IT) support is furnished by an IT center located inside an earthquake area.

5. WARNING CONDITIONS. The COOP Plan may be executed under several conditions that address whether or not warning can be given, e.g., a hurricane, or will not be available, e.g., an earthquake. In addition, a warning, or the emergency itself, may occur either during normal duty or non-duty hours. The COOP Plan may be implemented under the following three conditions:

a. Condition One- With Warning

(1) **With Warning - During Normal Duty Hours** (Between the hours of 7 a.m. and 6 p.m. Monday through Friday). There are some threats to operations that may afford advance warning that will permit the orderly alert, notification, evacuation and if necessary, the relocation of employees. Situations, that might provide such warning, include a hurricane, a transportation accident resulting in a threat of release of a Hazardous Materiel (HAZMAT), or a warning of a terrorist incident.

(2) **With Warning - During Non-Duty Hours.** Fire, and situations similar to the above that occur during non-duty hours would also afford advance warning. The Secretary will initiate the VA Central Office recall roster and in conjunction with the management team will assess the situation to determine if it is necessary to activate the COOP and relocate essential personnel.

b. Condition Two - Without Warning – During Normal Duty Hours. Incidents may also occur with no warning during normal duty hours. In these circumstances, execution of the COOP Plan, if indicated by the circumstances of the event, would begin by execution of the site's Occupant Emergency Program to move employees out of the building expeditiously. See 41 CFR § 101-2, Occupant Emergency Program, July 1, 1998.

c. Condition Three - Without Warning – During Non-Duty Hours. Incidents may not be preceded by warning, e.g., earthquakes, arson, or HAZMAT incidents, or may occur while the majority of on-site staff is not at work. In these circumstances, while operations from home site may be impossible, the majority of employees will be able to respond to instructions, including the requirement to relocate following proper notification.

6. ESSENTIAL OPERATIONS. Those operations that must be performed to meet the VA mission have been identified as to criticality and rated as: Highly Critical (H), must continue uninterrupted or be re-established in the first 12 hours; Critical (C), must be restored within the first five (5) days; and Important (I), must be restored within day six (6) to day thirty (30). Operations will be tailored for either an emergency that is site specific, and affects only the VA and its support for its usual constituents, or for an emergency such as a declared disaster and/or the activation of The National Response Plan which requires support to other agencies. The tables that begin with paragraph 14 of this Handbook list the essential elements required for VA organizations' continuity of operations. A listing of VA organizations' tables can be found at paragraph 12f of this Handbook

7. ESSENTIAL POSITIONS. These positions are those that must be filled and a list of the personnel assigned to staff them will be provided to the Office of Security and Law Enforcement, Emergency Preparedness and Administration, which will manage the roster. This Office will query VA's Emergency Planners for a semi-annual update. However, Emergency Planners should report changes of incumbents and telephone numbers to the Office of Emergency Preparedness and Administration immediately upon change.

8. ESSENTIAL EQUIPMENT. A list of the initial equipment necessary for the essential personnel to perform their duties has been provided to the Office of Emergency Preparedness and Administration. The Office of Emergency Preparedness and Administration will prepare budget initiatives based on these requirements.

9. ALERT, ASSEMBLY, AND RELOCATION

a. With Warning - During Normal Duty Hours or During Non Duty Hours. The following procedures will be followed:

(1) If an emergency situation arises that necessitates relocation from VA Central Office to designated alternate locations, the Secretary will initiate the CO National Emergency Alerting Network (Cascade). Each designated official will see that the message is communicated as required by the Cascade chart to those VA organizations for which he/she is responsible. Administration Heads, Assistant Secretaries, and Other Key Officials are responsible for ensuring that the Cascade system for essential personnel is complete and current.

(2) Essential personnel who are to be transported to a relocation site will meet at a pre-designated assembly point at a time given by their supervisor.

(3) Essential personnel who have been given prior permission to use privately owned vehicle (POV) to relocate to their alternate sites may proceed at a time given them by their supervisor.

b. Without Warning During Normal Duty Hours. Under this condition it is probable that employees will be evacuated from the building and execution of the COOP will commence. Upon completion of assessments of damage and impact, and an estimated time for recovery, the Secretary will determine if relocation to designated alternate locations is required:

(1) The Secretary will initiate the Headquarters National Emergency Alerting Network (Cascade). Each designated official will see that the message is communicated as required by the Cascade chart to those VA organizations for which he/she is responsible.

(2) Essential personnel who are to be transported to a relocation site will meet at a pre-designated assembly point at a time given by their supervisor.

(3) Essential personnel who have been given prior permission to use POV to relocate to their alternate sites may proceed at a time given them by their supervisor.

c. Without Warning - During Non Duty Hours. Upon completion of assessments of damage and impact, and an estimated time for recovery, the Secretary will determine if relocation to designated alternate locations is required. Depending on the timing of the incident, an announcement may be released to the media. Employees should listen for specific instructions from local radio or television stations if arrangements for emergency broadcasts have been made. Teams and individuals should be contacted and directed to report either to the home site to assist in emergency procedures, or to remain at home. Once the Secretary makes a determination that relocation is required:

(1) The Secretary will initiate the Headquarters National Emergency Alerting Network (Cascade). Each designated official will see that the message is communicated as required by the Cascade chart to those VA organizations for which he/she is responsible.

(2) Essential personnel who are to be transported to a relocation site will meet at a pre-designated assembly point at a time given by their supervisor.

(3) Essential personnel who have been given prior permission to use POV to relocate to their alternate sites may proceed at a time given them by their supervisor.

10. Implementing the COOP. The COOP is implemented in the following stages.

a. Stage 1 - Pre-Emergency

(1) The Director, Emergency Management Strategic Healthcare Group (EMSHG) Emergency Operations (EO), in coordination with the Director, Emergency Preparedness and Administration, will be responsible for the planning, preparation, and maintenance of the Martinsburg Relocation Site. The Director, EMSHG EO, is the site manager. The Director, VA Medical Center, Richmond, Virginia, in coordination with the Director Emergency Preparedness and Administration, will be responsible for the planning, preparation and maintenance of the Richmond Relocation Site. The Director, VA Medical Center, Richmond, Virginia, is the site manager.

(2) The Director, Emergency Preparedness and Administration, is the COOP point of contact (POC) for coordination and implementation of the COOP. To ensure the effective and rapid implementation of COOP relocation plans with little or no notice, the Director, Emergency Preparedness and Administration will:

- (a) Ensure, by plan review, that Directives and guidance have been followed and essential functions have been identified.
- (b) Maintain current personnel notification and relocation rosters.
- (c) Ensure that Emergency Planners maintain and periodically update back-up copies of vital records to perform essential functions, and that flyaway kits/bug out bags/driveaway kits consisting of essential operating information and equipment are kept up-to-date.
- (d) As the COOP POC, the Director, Emergency Preparedness and Administration conducts periodic tests of office telephone notification procedures (Cascade).
- (e) Conduct periodic visits to the relocation site(s).
- (f) Provide current information to the Director, ESMHG EO, and the Director, VA Medical Center, Richmond, Virginia, the relocation site managers, concerning any unique requirements or changes in requirements.

b. **Stage 2 - Relocation.** The relocation site for VA management in support of the NEMT (Team B) is at the VA Medical Center in Martinsburg, West Virginia. Overflow from the Martinsburg facility (Team C) is located at the VA Medical Center, Richmond, Virginia. The Director, ESMHG EO, and the Director, VA Medical Center, Richmond, Virginia, in coordination with the Office of Emergency Preparedness and Administration, will prepare an information packet regarding their relocation site. The packet will contain directions to the site, a map of the site and the layout of the Emergency Operations Center. The packets will be provided to all primary and alternate members of the management cadre. Relocation will be directed under one of the following warning conditions described in paragraph 9 above.

(1) With Warning - During Normal Duty Hours and During Non-Duty Hours

(a) The Secretary will determine if relocation and implementation of the COOP are required, and the COOP POC, all personnel designated to report to the relocation site(s), and the site manager will be alerted to begin preparation for emergency relocation. The FEMA Operations Center (FOC), (202) 898-6100/1800-634-7084, and other appropriate agencies will be notified of the decision to relocate and the time of execution of the order to relocate.

(b) Upon receipt of alert notification, personnel designated to report to the relocation site(s) will gather flyaway kits/bug out bags/drive-away kits and prepare them for relocation. If time permits, personnel will take appropriate preventive measures to protect all equipment not designated for relocation, and assist in the orderly shutdown of headquarters, securing the facilities and equipment against loss or compromise.

(2) Without Warning - During Normal Duty Hours

(a) The Secretary will determine whether VA Central Office is in appropriate condition for continued occupancy and operations.

(b) Relocation activities depend on the extent of the damage to the site. In a situation where VACO is uninhabitable but the facility, equipment, records, and personnel are undamaged, the senior official in each organization will determine if relocation is required. If possible, the duty hour's notification cascade is initiated.

(c) If there is insufficient time due to a need for immediate evacuation of the building or other circumstances, notification is made by whatever means are available.

(d) If time permits, designated personnel shall back up IT equipment and databases and prepare communications and IT equipment and important records for relocation. Designated security personnel will provide physical security for the equipment, records, and site.

(e) Upon notification those personnel requested to relocate shall move to the appropriate relocation site(s). All other personnel will be directed to go to their residences and await further instructions.

(f) The Secretary may exercise options for continuing operations if VACO is uninhabitable or non-functional. The Secretary may temporarily assign responsibility to perform some functions to VA field organizations, using their own field personnel and equipment until VACO is able to resume operations.

(3) Without Warning During Non-Duty Hours

(a) The Secretary will determine whether VA Central Office is in appropriate condition for continued occupancy and operations. The COOP POC will be notified and start a cascade notification for the organization.

(b) As deemed appropriate, the Office of Public and Intergovernmental Affairs will prepare an announcement to the media. Employees should listen for specific instructions. If no clarification is forthcoming, employees, unless otherwise directed, should remain at home and await further instructions.

(c) The personnel designated to report to the relocation site(s) may be directed to VACO to pick up flyaway kits/bug out bags/drive-away kits enroute to the site, or to remain at home.

c. Stage 3 - Relocation Site Operations

(1) Upon arrival at the appropriate relocation site, the site manager will give personnel an orientation briefing. This briefing will cover site organization and operation, and information on the support available such as communications equipment and personnel available to assist in the exchange of information with the chain of command and with other relocation sites.

(2) While the relocation sites provide certain support capabilities, the relocated staff is responsible, if circumstances permit, for bringing records and specialized equipment, that was not pre-positioned.

(3) As soon as practicable, personnel will perform, or assist senior officials in performing, the following functions from the relocation site. Each person will not be performing every function.

Collectively, however, the initial arrivals should be able to ensure performance of the following functions:

- (a) Monitor the situation, extent of damage, status of personnel, resources, and events by recording incoming reports.
- (b) Assess the situation by evaluating information gathered from reports.
- (c) Report the status of operations to other viable VA organizations as appropriate.
- (d) Keep time and attendance records.
- (e) Ensure twenty-four hours a day, seven days per week (24/7) coverage by planning and scheduling relocation site activities such as work hours and meals.
- (f) Provide decision-making and other office support.
- (g) Prepare and disseminate instructions, and reporting back, as required.
- (h) Monitor VA field organizations and other deployed personnel, as required.
- (i) Implement contingency termination and recall actions, when directed.

d. Stage 4 - Direction and Control

(1) The Secretary will provide status information as expeditiously as the circumstances permit to the Department's chain of command.

(2) The Deputy Secretary, as the senior official at the Martinsburg Relocation Site, has jurisdiction over the activities conducted at the relocation site.

(3) The Deputy Secretary will be advised of all internal administrative or logistical matters at the relocation site and serve as the designated spokesperson for all communication and coordination between Team B, the NEMT, and other relocation sites, and all external entities, unless otherwise directed.

(4) Once operations are established at the relocation site, the normal reporting process begins.

(5) Relocated personnel begin operations at the relocation site as quickly as possible. Personnel designated to relocate ensure the continuity of all essential headquarters functions.

e. Stage 5 - Communications. The communications resources at Martinsburg Relocation Site are adequate to meet the need to communicate with organizational staff, other Department organizations, other Federal organizations, and state and local government /emergency operations centers.

(1) The Martinsburg Relocation Site has ready access to local telephone systems, the Public Switched Network (PSN), the Federal Telecommunications System (FTS) Network, and communications resources, such as High Frequency (HF) radios, video conferencing, a satellite phone, cellular phones, and data links that can be used in an emergency.

(2) Government Emergency Telecommunications Service (GETS) cards are issued to all emergency planners and VA Key Officials. The GETS card will allow access to the PSN for official emergency use during emergencies.

(3) Amateur radios owned by VA and operated by licensed staff and volunteers are also available.

(4) The VA Nationwide Teleconferencing System (VANTS) is available. VANTS is an audio conferencing bridge using toll free numbers with 576 audio ports and 64 video ports that is run by professional operators and other skilled personnel. Currently all VA organizations use this system on a daily basis for communication across geographic locations. The site is equipped with a PC-based, Digilogic Communicator that can place up to 32 telephone calls simultaneously. The system is used for automated alerting of individuals by continuously placing calls to cell phones, pagers, and fixed telecommunications devices until contact is made. Secure telecommunications are also available at this site.

f. **Stage 6 - Logistics Support.** In general, it is the policy of VA not to stockpile supplies and repair parts solely to support emergency operations. The present policy for VA is to use prime vendors who deliver stocks daily to each medical center. The Prime Vendor for Subsistence has a clause in the contract that it will provide support in case of national emergencies. Review of other prime vendor contracts and follow-up with contractors to ensure support during national emergencies should be conducted. The Office of Acquisition and Materiel Management (OA&MM) shall work with the Office of Security and Law Enforcement to provide the best method for either preparing small amounts of stock or preparing a method to be supported by a prime vendor or other contractor.

g. **Stage 7 - Exercises and Training.** To be fully effective, a comprehensive training and exercise program must support the COOP.

(1) Training in this context may include a range of activities, from having an employee read the plan as part of an orientation program to having a VACO organization talk through its COOP responsibilities as part of a scenario-driven workshop.

(2) Exercise implies a broader activity than training, and includes a written scenario, guidelines for employee actions, and an evaluation program. Exercises may be designed to test all or a part of the COOP, and could involve an end-to-end execution of the VA Emergency Preparedness Plan, culminating, for example, in the actual movement of essential employees to a relocation site.

(3) Assistance in planning and conducting exercises and training is available from the VA emergency coordination staff, starting at the national level.

(4) All VA organizations are expected to conduct periodic tests of their telephone notification system.

(5) All VA organizations are encouraged to establish an internal exercise and training program to ensure that personnel are familiar with the contents of the COOP Plan and are able to perform their essential functions from their relocation site.

h. **Stage 8 - Public Relations.** The greater the emergency or disaster, the greater the level of media interest. The media will go to the source who is most willing to furnish information, whether that source is an authorized, authoritative source or not. While public affairs guidance from higher authority should be obtained if time permits, local rules for media contact, which are consistent with accepted public affairs guidelines, must also be established.

(1) One of the key questions the media asks is the dollar value of damage or loss. Great care must be taken in responding to questions relating to the extent of damage, number of personnel injured or otherwise affected by the emergency, and monetary value of loss.

(2) Emergencies and disasters generate keen public and news media interest. Generally the designated spokesperson for the organization to interface with the media will be a Public Affairs Officer. VA policy guidance for dealing with the news media in the event of an emergency or disaster will be sought, and brought to the attention of all personnel.

i. **Stage 9 - Plan Maintenance.** Maintaining the plan means keeping it up to date. Office organization and physical configuration change, as do internal and external interfaces. The availability of the relocation site may also change. To be effective, the COOP Plan must be reviewed annually and amended to reflect these changes. However, Emergency Planners should report changes in incumbents and telephone numbers to the Office of Emergency Preparedness and Administration immediately. Emergency Preparedness and Administration staff will query Emergency Planners for a semi-annual update.

(1) The annual review may be satisfied by a comprehensive review conducted by a team or task force appointed for the purpose, or by a review by section that, in total, constitute a plan review. An exercise and training program discussed in Paragraph 8 above may also satisfy the annual review.

(2) This plan will be reviewed in its entirety as part of the training and exercise program. Changes in organization, function, service to clients, and the like, will be made to the plan as they occur.

j. Stage 10 - Ending Relocation Site Operations

(1) Relocation operations will end when the Secretary determines and ensures that:

(a) The threat to the headquarters site has ended, is not likely to recur, and the headquarters site can be reoccupied;

(b) A new headquarters site can be occupied.

(2) The process of moving from the relocation site to the old or new headquarters site is generally the same as that of moving to the home site, in that its objective is to continue essential operations during the transition, to have a smooth handoff from the relocation site to the old or new headquarters, and to make the move as safely and cost-effectively as possible.

11. Secretary's Cadre Team A

- a. Team A will direct operations from VACO until such time as they are notified to relocate.
- b. The composition of Team A is as follows:

- Secretary
- Chief of Staff
- Chairman, Board of Veterans' Appeals
- Chairman, Board of Contract Appeals
- General Counsel
- Under Secretary for Health
- Under Secretary for Benefits
- Under Secretary for Memorial Affairs
- Inspector General
- Assistant Secretary for Public and Intergovernmental Affairs
- Assistant Secretary for Financial Management
- Assistant Secretary for Information and Technology
- Assistant Secretary for Human Resources and Administration
- Assistant Secretary for Planning and Analysis
- Assistant Secretary for Congressional Affairs
- DAS for Security and Law Enforcement

12. Team B Command and Control. Team B will be directed by the Deputy Secretary and will relocate to the VA Medical Center, Martinsburg, West Virginia, when directed by the Secretary.

- a. Team members will work in functional groups
- b. Alternate Team members will consist of senior level assistants to the principals, and be designated by the principal Team members identified in paragraph 12 e. below. Alternates are to relocate to the VA Medical Center, Martinsburg, West Virginia, during an emergency only in the absence of the principal team member.
- c. Trained support staff will be provided by the host facility and the Chief Consultant Emergency Management Strategic Healthcare Group. The staff consists of subject matter experts in Emergency Management, Telecommunications, and IT. Secretarial support will also be provided. Program Assistants who require specific program knowledge should be assigned from VACO as team members.
- d. The Martinsburg facility is to be maintained as a Hot Site. The Director, EMSHG EO is the site manager.
- e. The composition of the Team is as follows:

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Appendix A

Office of the Secretary

Deputy Secretary

Executive Assistant to Deputy Secretary

Program Assistant

Board of Veterans' Appeals

Vice Chairman, Board of Veterans' Appeals

Office of the General Counsel

Deputy General Counsel

Executive Administrative Officer

Assistant General Counsel (Professional Staff Group I)

Assistant General Counsel (Professional Staff Group II)

Assistant General Counsel (Professional Staff Group III)

Assistant General Counsel (Professional Staff Group IV)

Assistant General Counsel (Professional Staff Group V)

Assistant General Counsel (Professional Staff Group VI)

Assistant General Counsel (Professional Staff Group VII)

Office of the Inspector General

Deputy Inspector General

Veterans Health Administration

Deputy Under Secretary for Health

Chief of Staff

Chief Network Officer

Chief Facilities Management Officer

Executive Assistant

Chief Consultant Office of Emergency Management Strategic Healthcare Group

Executive Assistant

Program Assistant

Program Assistant

Veterans Benefits Administration

Deputy Under Secretary for Management

Deputy Under Secretary for Operations

Chief of Staff

Director, Executive Communications Staff

Project Director, Executive Review Staff

Y2K POC, Program Analyst

Program Analyst

Public Affairs Specialist

Management Analyst

National Cemetery Administration

Director, Office of Field Operations

Staff Assistant

Director, Budget and Planning Service

Director, Administration Service

Chief, Communications and Regulatory Division

Program Assistant

Office of Assistant Secretary for Public and Intergovernmental Affairs

DAS for Public Affairs

DAS for Intergovernmental Affairs
Executive Assistant

Office of Assistant Secretary for Financial Management

Deputy for Financial Management
Executive Assistant
DAS for Budget
Director, Veterans Benefits Service
Director, Medical Service
Senior Budget Analyst
DAS for Finance
ADAS for Financial Systems
ADAS for Financial Operations
DAS for Acquisition and Materiel Management
Contracting Officer
Budget Analyst

Office of Assistant Secretary for Information and Technology

Principal DAS for Information and Technology
Staff Assistant
Staff Assistant/Program Assistant
ADAS, Office of Policy and Program Assistance
PDD 63/PDD 67 Information Security Staff Rep. (Emergency Planning Coordination)
ADAS, Office of Telecommunications
Director Information Management Service

Office of Deputy Assistant Secretary for Administration

DAS for Administration
Staff Director
Director Facilities Service
Emergency Planner

Office of Deputy Assistant Secretary for Human Resources Management

DAS for Human Resources Management
Group Leader, Customer Advisory and Consulting Group
Team Leader, Headquarters and Executive Resources

Office of Deputy Assistant Secretary for Security and Law Enforcement

Director of Emergency Preparedness and Administration
Security Officer

Office of the Assistant Secretary for Congressional Affairs

PDAS for Congressional Affairs
DAS for Congressional Operations
Director, Congressional Affairs

TEAM A MEMBERS WHO WOULD LATER RELOCATE TO MARTINSBURG.

Under Secretary for Health
Under Secretary for Benefits
Under Secretary for Memorial Affairs
General Counsel
Chairman, Board of Veterans' Appeals
Chairman, Board of Contract Appeals
Inspector General
Assistant Secretary for Financial Management
Assistant Secretary for Information and Technology
Assistant Secretary for Planning and Analyses
Assistant Secretary for Human Resources and Administration
Assistant Secretary for Public and Intergovernmental Affairs
Assistant Secretary for Congressional Affairs

f. The following is a listing of the organizational tables and their paragraph and page numbers found in this Handbook.

Listing of VA Organizations' Essential Operations Tables

Paragraph Number	VA Organization	Page Number
14	Board of Veterans' Appeals	A-15
15	Office of the General Counsel	A-17
16	Office of the Under Secretary for Health	A-20
17	Office of Facilities Management	A-24
18	Office of the Under Secretary for Benefits	A-27
19	Office of the Under Secretary for Memorial Affairs	A-30
20	Office of the Inspector General	A-35
21	Office of the Assistant Secretary for Public and Intergovernmental Affairs	A-37
22	Office of the Assistant Secretary for Financial Management	A-39
23	Office of Budget	A-42
24	Office of Finance	A-44
25	Office of DAS, Acquisition and Materiel Management	A-49
26	Office of Assistant Secretary for Information and Technology	A-54
27	Office of DAS for Administration	A-64
28	Office of DAS for Human Resources Management	A-66
29	Office of DAS for Security and Law Enforcement	A-72
30	Office of Assistant Secretary for Congressional Affairs	A-77

13. Team C. Consists of associated policy, direction, and oversight functions and positions not assigned to the Martinsburg Relocation Site. VHA, VBA, and NCA will address these functions, positions, and their relocation site(s) in the associated handbooks. Team C will be directed by the Director, VA Medical Center, Richmond, Virginia, and will relocate to that Center when directed by the Secretary. Team C members will immediately establish communications with their counterparts on Team B and coordinate actions with them.

a. Team members will work in functional groups.

b. Alternate Team Members will consist of senior level assistants designated by the principal Team members identified in paragraph e below. Alternates are to relocate to the VA Medical Center, Richmond, Virginia, during an emergency only in the absence of the principal team member.

c. Trained support staff will be provided by the host facility Director. The staff consists of subject matter experts in Emergency Management, Telecommunications, and IT. Secretarial support will also be provided. Program Assistants who require specific program knowledge should be assigned from VACO as team members.

d. The VA Medical Center, Richmond, Virginia, is an active site, which is staffed 24 hours a day. The Director, VA Medical Center, Richmond, Virginia, is the site manager.

e. The composition of Team C is as follows:

- Chief Information Officer
- ADAS, Office of Policy and Program Assistance
- Director, Technology Integration Service
- Director, Policy and Standards Service
- ADAS, Office of Telecommunications
- Director, Wide Area Network Service
- Director, Telecommunications Support Service
- Director, Office of Information Technology and Administration
- EDMS Folder Database Server System Administrator
- EDMS Technical Maintainer
- EDMS Team Leader
- EDMS System Administrator
- Directives Management System Administrator
- Chief, IDCU Network Operations Center
- IDCU Security Officer (Team Leader)
- Director, IDCU Network Operations Center
- Telecommunications Specialist (Team Leader/Operations)
- Telecommunications Specialist (Operations)
- Telecommunications Specialist (Operations)

f. In addition to the team composition listed in paragraph e above, the Office of the Deputy Assistant Secretary for Administration will establish, upon activation of the COOP, a local office near VACO. The Office will be used to facilitate the reconstitution of VACO or establish a new VACO in the Washington DC metropolitan area as directed by the Secretary. Employees from the Office of Administration will facilitate building operations, procurement, budget, and relocation efforts.

14. Board of Veterans' Appeals (BVA) - (TEAM B)

a. **General Discussion.** The Board of Veterans' Appeals is the component of the Department of Veterans Affairs that is responsible for entering the final decision on behalf of the Secretary in claims for entitlement to veterans' benefits that are presented for appellate review. BVA's mission is "to conduct hearings and dispose of appeals properly before the Board in a timely manner" and to issue quality decisions in compliance with the requirements of the law, including the precedential decisions of the United States Court of Appeals for Veterans Claims.

b. **Essential Operations.** The Board of Veterans' Appeals performs no critical/essential (health care or benefit delivery) roles within the first 30 days.

Table 1 Essential Operations - Board of Veterans' Appeals

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	None	BVA performs command and control support role.	Vice Chairman
C	None		
I	None		

c. **Essential Positions.** Essential positions for the Board of Veterans' Appeals include the Chairman (Team A) and Vice Chairman.

Table 2 Essential Positions - Board of Veterans' Appeals

Office	Position
011	Vice Chairman

d. **Hardware.** If it is determined that staff must be relocated the tables below identify the resources that would be required:

Table 3 Initial Hardware - Board of Veterans' Appeals

Equipment Name	Qty	Assigned To	Remarks
Personal computer	1	011	

e. Software

Table 4 Initial Software - Board of Veterans' Appeals

Item	Description	Qty	Remarks
Microsoft Office		1	Basic VA LAN access for e-mail; remote access server access to VACOLS and other BVA applications.

f. **Communications****Table 5 Initial Communications - Board of Veterans' Appeals**

Equipment Name	Number of Lines	Remarks
Telephone	1	

g. **Vital Records**

No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Board of Veterans' Appeals

Vital Records Name	Location	Format Paper	Disk/Tape/CD	Access Required By	Remarks
COOP		√			
Phone and POC lists		x			

h. **Materiel****Table 7 Materiel - Board of Veterans' Appeals**

Item	Description	Qty	Remarks
None required.			

15. Office of the General Counsel - (TEAM B)

a. **General Discussion.** Staff in the Office of the General Counsel (OGC) provides legal advice to, and perform legal services on behalf of, the Office of the Secretary of Veterans Affairs, Administration Heads, Assistant Secretaries, Deputy Assistant Secretaries, and Other Key Officials. OGC staff also provides legal recommendations and concurrence in high level correspondence and documents. Emergency OGC operational functions entail furnishing legal advice, including the identification of additional legal authorities needed, in order to support the Secretary, Administration Heads and Other Key Officials in performing their duties during emergency operations.

b. **Essential Operations.** Essential responsibilities during emergency conditions involve providing legal advice on proposed and ongoing VA emergency policies and directives to the Office of the Secretary, Administration Heads, and Other Key Officials.

Table 1 Essential Operations - Office of the General Counsel

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Advise the Secretary and Deputy Secretary on the full range of legal issues presented by Departmental operations under emergency conditions.	Within 12 hours and continuing throughout the emergency	Deputy General Counsel
C	Advise all Administration and Staff Office Heads and other key VA officials on the full range of legal issues presented by their individual A&SO operations under emergency condition.	Within 12 hours and continuing throughout the emergency	Deputy General Counsel

c. **Essential Positions.** Essential positions include the General Counsel (Team A) and those that are listed in Table 2.

Table 2 Essential Positions - Office of the General Counsel

Office	Position
Deputy General Counsel 02A	Deputy General Counsel
General Counsel 02	Executive Administrative Officer
Assistant General Counsel 021	Assistant General Counsel
Assistant General Counsel 022	Assistant General Counsel
Assistant General Counsel 023	Assistant General Counsel
Assistant General Counsel 024	Assistant General Counsel
Assistant General Counsel 025	Assistant General Counsel
Assistant General Counsel 026	Assistant General Counsel
Assistant General Counsel 027	Assistant General Counsel

d. **Hardware****Table 3 Initial Hardware - Office of the General Counsel**

Equipment Name	Qty	Assigned To	Remarks
PC Mid-level servers	4	Staff personnel	To support e-mail and database systems. Should include tape backup devices, RAID-5, backup tapes, etc.
PCs/workstations	9	Staff personnel	Quantity suitable for supporting necessary GC staff. Should include CD-ROM, modem, etc.
Phones	9	Staff	2 phones are an uninterrupted requirement;
Copier	1	Shared within the office.	1 is an uninterrupted requirement; 1 more copier is needed after 2 weeks.
Fax	1	Shared	This is an uninterrupted requirement.

e. **Software****Table 4 Initial Software - Office of the General Counsel**

Item	Description	Qty	Remarks Software License Numbers
Microsoft Windows NT Server	Server Operating System software	4	50370-806-1674226-51255 50370-806-1672991-00900 50370-806-1674163-59979 10597-OEM-0021335-57092
Microsoft Exchange Server	E-mail/GroupWare software	1	59487-419-0023131-67746
Microsoft SQL Server	Database software	1	
Seagate BackupExec	Backup/Restore software	4	0-5-425-2-000-4-010588
Microsoft Windows NT Workstation	Workstation Operating System software	9	10597-OEM-0021335-57092
Microsoft Office	Office productivity software	9	53492-270-9833435-67305

f. **Communications****Table 5 Initial Communications - Office of the General Counsel**

Equipment Name	Number of Lines	Remarks
Telephones	9	Need standard touch-tone desk sets for all personnel at all off-site locations
FAX machines	1	One per office at all off-site locations
Modems	9	See Hardware listing

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Office of the General Counsel

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
Phone and POC lists				

h. **Materiel**

Table 7 Materiel - Office of the General Counsel

Item	Description	Qty	Remarks
Documentation of licenses for software	See software license numbers entered in software section, above	1 per each software application needed	To obtain duplicate software to replace originals destroyed or inaccessible because of emergency
Supplies	Bond paper, copy paper, yellow paper, GC letterhead, Secretary's letterhead, staplers & staples, paperclips, file folders, post-it notes, ball point pens, hi-lighters, and other routine office supplies	Sufficient quantities to sustain operations for 30 days	
Forms	Standard VA forms such as routing slips buck slips, telephone message forms, etc.	Sufficient quantities to sustain operations for 30 days	

16. Office of the Under Secretary for Health, Veterans Health Administration (VHA) - (TEAM B)

a. **General Discussion.** Staff in the Office of the Under Secretary for Health support the Under Secretary by assisting with communications between VHA and the Office of the Secretary, the Veterans Benefits Administration, the National Cemetery Administration, the Office of Congressional Affairs, the Office of Public and Intergovernmental Affairs, and other Departmental staff offices. Staff also manages the processing of high level correspondence and documents.

b. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with the Office of the Secretary and other VA organizations listed in the above paragraph.

Table 1 Essential Operations - Office of the Under Secretary for Health

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Interface with Departmental, Congressional, Public Affairs, etc.	Within 12 hours	Under Secretary for Health (10) (Team A)
H	Interface with VHA program offices	Within 12 hours	Deputy Under Secretary (10A) (Team B)
H	Staff Support to Under Secretary at backup site	Uninterrupted Requirement	Chief of Staff (10B) (Team B)
	Staff Support to Under Secretary at backup site	Uninterrupted Requirement	Executive Assistant (10E) (Team B)
H	Interface with VHA Network Directors, VHA Clinical Managers, and VHA medical facility directors on operations issues.	Uninterrupted Requirement	Chief Network Officer (10N) (Team B)
H	Interface with VHA Network offices, VHA medical facility staff on operations issues	Uninterrupted Requirement	Network Management Support (10NA)
H	Interface with the Office of the Under Secretary, Chief Financial Officer, Chief, Patient Care Services on VA HQ budgeting, patient care and strategic planning issues.	Uninterrupted Requirement	Chief Network Officer, 10N
H	Interface with VA HQ and VHA Network Directors on fiscal issues. Provide critical advice and support on Emergency Operations of facilities to CNO.	Uninterrupted Requirement	Network Program Support (10NB)
H	Provide critical advice and support on Occupational Safety & Health, Environmental, and Emergency Operations to CNO and VHA Network Offices.	Uninterrupted Requirement	Network Program Support (10NB)
C	Provide critical advice and support on operation of medical devices and systems including hazard resolution for VHA medical facilities.	Within 12 hours	Network Program Support (10NB)
C	Provide critical advice and support on technical operations and construction issues to VHA Network offices and VHA medical facilities.	Within 12 hours	Network Program Support (10NB)

Appendix A

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
C	Provide critical advice and support on Fire Safety issues to VHA Network offices and VHA facilities. Provide telecommunications and computer support to CNO staff.	Within 12 hours	Network Program Support (10NB)
H	Overall management of Patient Care Services		Chief Patient Care Services Officer (11)
C	Patient Care services Budget Operations		Staff Assistant Patient Care Services (11A)
C	Coordination of Organ Transplants		Staff
H	Provide consultative advice and support to USH, other senior VA officials, and VA medical centers.		Chief Public Health & Environmental Hazards Officer (13)
C	Support Under Secretary and respond to Congressional inquiries.		Chief, Academic Affiliation (14)
C	Allocate funding and manage Health Professions Education positions.		Director, Administrative Operations (144)
H	Management, communication with field offices		Chief Officer, RCS (15)
H	Interface and respond to requests from VA/VHA senior management (Under Secretaries for Health, Benefits, and Memorial Affairs) OMB, Congress, VSOs and other stakeholder groups.	Uninterrupted requirement	Chief Facilities Management Officer (18)
H	Communicate with all OFM employees (headquarters staff and resident engineers) to give direction and effectively manage ongoing operations and to respond to customer and stakeholder requests for support and information.	Uninterrupted Requirement	Chief Facilities Management Officer (18)
H	Liaison to CIOFOs, VISNs, and VA MEDICAL CENTERS		Director, IT Acquisition & Effectiveness Staff (19B)

c. **Essential Positions.** Essential positions are the Under Secretary for Health (Team A), the Deputy Under Secretary, the Chief of Staff, the Chief Network Officer, Executive Assistant (10E), Chief Consultant EMSHG, and 10N staff.

Table 2 Essential Positions - Office of the Under Secretary for Health

Office	Position
Under Secretary's Office (10A)	Deputy Under Secretary for Health
Under Secretary's Office (10B)	Chief of Staff
Under Secretary's Office (10N)	Chief Network Officer
Office of Facilities Management (18)	Chief Facilities Management Officer (18)
Office of Emergency Management Strategic Healthcare Group (104)	Chief Consultant Office of Emergency Management Strategic Healthcare Group (104)
Under Secretary's Office (10E)	Executive Assistant (10E)
Office of Facilities Management (18)	Executive Assistant (18)
Under Secretary's Office (10)	Program Assistant (10)
Under Secretary's Office (10)	Program Assistant (10)

d. **Hardware****Table 3 Initial Hardware - Office of the Under Secretary for Health**

Equipment Name	Qty	Assigned To	Remarks
PCs	8	Staff personnel	Network PCs, an uninterrupted requirement;
Iomega Zip external Disk Drive	1		To backup and restore key documents.
Printer	1	Shared	Network printer, an uninterrupted requirement.
Phones	8	Staff	An uninterrupted requirement;
Copier	1		1 is an uninterrupted requirement;
Fax	4		4 units, two incoming, two outgoing with preprogrammed numbers of Network offices and facilities This is an uninterrupted requirement.

e. **Software****Table 4 Initial Software - Office of the Under Secretary for Health**

Description	Qty	Remarks
MS Outlook Exchange	8	
MS Office	8	
Travel Accounting	1	
Internet Explorer 5.0	8	
Terminal Emulation Software	1	

f. **Communications****Table 5 Initial Communications - Office of the Under Secretary for Health**

Equipment Name	Number of Lines	Remarks
Interface to the VANTS	1	This is an uninterrupted requirement.
Connectivity to e-mail WAN	8	An uninterrupted requirement;.
Phone lines	8	Connections are an uninterrupted requirement;.

g. **Vital Records**

Table 6 Vital Records - Office of the Under Secretary for Health

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
Q:\191\Y2K				Need access to all files in this directory
Manuals, Directives, Handbooks, etc.				An uninterrupted requirement.
Unique VA-produced Materiel currently in VA HQ Library				An uninterrupted requirement.
Electronic backup of VA HQ's Library catalog				An uninterrupted requirement.
File copies of processed FOIA requests				An uninterrupted requirement.
Phone and POC lists				An uninterrupted requirement.
MP-12-Parts I & II				
RCS Policy Guides				
Health Professions Database			OAA	This is the main operational database containing essential data to maintain daily operations.
CFR				

h. **Materiel**

Table 7 Materiel - Office of the Under Secretary for Health

Item	Description	Qty	Remarks
Skillcraft Thick-n-Thin Jumbo Markers	Black, dozen	1	Uninterrupted requirement
Discs	HD, 3.5" diskettes, boxes	6	Uninterrupted requirement
Reference books	Dictionary, GPO style manual, Thesaurus	1	Uninterrupted requirement
File folders	Standard manila folders	1	Uninterrupted requirement
Copier Paper	8 1/2" x 11", boxes	6	Uninterrupted requirement
Pens	Blue, box	1	Uninterrupted requirement
Highlighters	Yellow, box	1	Uninterrupted requirement
Zip Disks	For Iomega Zip Drive	10	
B/U Tapes for Server		5	Match tape device installed in server.
Directories		1	RMO Staff, Vet Centers, VISN/Hospitals

17. Office of Facilities Management - (TEAM B)

a. **General Discussion.** Staff in the Office of Facilities Management support the Office of the Secretary, the Undersecretary for Health, the Undersecretary for Benefits, the Undersecretary for Memorial Affairs, the Office of Congressional Affairs, the Office of Public and Intergovernmental Affairs, and other Departmental staff offices.

b. **Essential Operations.** Essential responsibilities during emergency operations involve supporting Under Secretary for Health and other VA organizations as requirements develop.

Table 1 Essential Operations – Office of Facilities Management

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Interface and respond to requests from VA/VHA senior management (Under Secretaries for Health, Benefits, and Memorial Affairs) OMB, Congress, VSOs and other stakeholder groups.	Uninterrupted requirement	Chief Facilities Management Officer
H	Communicate with all OFM employees (headquarters staff and resident engineers) to give direction and effectively manage ongoing operations and to respond to customer and stakeholder requests for support and information.	Uninterrupted Requirement	Chief Facilities Management Officer
C	Delegate contracting authority as needed to continue operations on an uninterrupted basis.	Uninterrupted Requirement	Chief Facilities Management Officer
C	Respond to emergent requests for facility related support.	Uninterrupted Requirement	Chief Facilities Management Officer
I	Receive and process prompt payment of invoices to avoid penalties	Uninterrupted Requirement	Chief Facilities Management Officer

c. **Essential Positions.** Essential positions are the Chief Facilities Management Officer, Executive Assistant, Deputy Facilities Management Officer, and Associate Chief for Strategic Management (Operational Deputy CFMO), Associate Chief for Resource Management, Associate Chief for Service Delivery, Director Technology Resource Service, Contracting Officer, Program Analyst, and the Emergency Coordinator.

Table 2 Essential Positions - Office of Facilities Management

Office	Position
Office of the Chief Facilities Management (18)	Chief Facilities Management Officer
18	Executive Assistant

d. **Hardware**

Table 3 Initial Hardware - Office of Facilities Management

Equipment Name	Qty	Assigned To	Remarks
PC Pentium at least 200mhz w/floppy drive and CD-R/RW Drive and modem	2	Staff personnel	A Network PC is an uninterrupted requirement
High Speed Laser Printer	1	Shared	Network printer an uninterrupted requirement.
Cellular Phones	2		Multiple cell phones required
Phones		Staff	An uninterrupted requirement;
Copier	1	Shared.	An uninterrupted requirement;
Fax	1	Shared	This is an uninterrupted requirement.

e. **Software**

Table 4 Initial Software - Office of Facilities Management

Item	Description	Qty	Remarks
MS Windows 95	Operating system	2	An uninterrupted requirement
MS Office 97Pro	Suite of software	2	
Q&A Data Base	Data Base System		Copies of all files
VA/VHA DATABASES	EDMS, ETA, IFCAP Perdiemazing	2	
OFM DATABASES	CMIS, PARAGON, CAMS, PLIARS, CBLs, LEASE, HMIS, COOS, PROCATS, AEL	2	
WINFRAME	Software to connect to server in Austin	2	
Internet Explorer	Software to provide access to the Internet	2	
IFCAP	Financial and ordering software	2	

f. **Communications**

Table 5 Initial Communications - Office of Facilities Management

Equipment Name	Number of Lines	Remarks
access to FMS in Austin	1	This is an uninterrupted requirement.
Communications interface	2	An uninterrupted requirement;.
Connectivity to e-mail	2	An uninterrupted requirement;.
Interface to VANTS	1	Conferencing capability
Phone lines	2	An uninterrupted requirement;.. Supplemented by cell phones.

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Office of Facilities Management

Vital Records Name	Location	Format		Access Required By	Remarks
		Paper	Disk/Tape/CD		
OFMs COOP					
Phone and POC lists including cell, pager					All appropriate POCs, all phone numbers, and e-mail.

h. **Materiel**

Table 7 Materiel - Office of Facilities Management

Item	Description	Qty	Remarks
	Routine office supplies		

18. Office of the Under Secretary for Benefits, Veterans Benefits Administration (VBA) - (TEAM B)

a. **General Discussion.** Staff in the Office of the Under Secretary for Benefits support the Under Secretary by assisting with communications between VBA and the Office of the Secretary, the Veterans Health Administration, the National Cemetery Administration, the Office of Congressional Affairs, the Office of Public and Intergovernmental Affairs, and other Departmental staff offices. Staff also manage the processing of high level correspondence and documents. The staff have no essential emergency operational requirements other than to support the Under Secretary and Deputy Secretaries in performing their duties during emergency operations.

b. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with the Office of the Secretary and other VA organizations listed in the above paragraph.

Table 1 Essential Operations - Office of the Under Secretary for Benefits

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Interface with Congressional & Public Affairs personnel	Within 72 hours	Under Secretary for Benefits
H	Processing press releases	Within 72 hours	Under Secretary for Benefits
H	Support Under Secretary at backup site	Uninterrupted Requirement	Under Secretary for Benefits
H	Office of Under Secretary	Uninterrupted Requirement	Under Secretary for Benefits

c. **Essential Positions.** Essential positions are the Under Secretary for Benefits (Team A), the Deputy Under Secretary (DUS) for Management, the Deputy Under Secretary for Operations, the Chief of Staff, and those listed in Table 2.

Table 2 Essential Positions - Office of the Under Secretary for Benefits

Office	Position
Under Secretary's Office	Under Secretary for Benefits, GS-0301 TEAM A
Under Secretary's Office	Deputy Under Secretary for Management, GS-0301
Under Secretary's Office	Deputy Under Secretary for Operations, GS-0301
Under Secretary's Office	Acting Director Executive Communications, Program Analyst, GS-0343
Under Secretary's Office	Project Director, Executive Review Staff, Correspondence Analyst, GS-0301
Under Secretary's Office	Y2K POC, Program Analyst, GS-0343
Under Secretary's Office	Chief of Staff
Under Secretary's Office	Program Analyst, GS-0343
Under Secretary's Office	Public Affairs Specialist, GS-1035
Under Secretary's Office	Management Analyst, GS-0343

d. Hardware**Table 3 Initial Hardware - Office of the Under Secretary for Benefits**

Equipment Name	Qty	Assigned To	Remarks
PCs	9	Staff personnel	Network PCs. 2 PCs are an uninterrupted requirement;
Printer	1	Shared within the office.	Network printer. This is an uninterrupted requirement.
Phones	9	Staff	2 phones are an uninterrupted requirement;
Copier	1		1 is an uninterrupted requirement;
Fax	1		This is an uninterrupted requirement.
Safe	1		Within 2 weeks.
Satellite Broadcasting System	1		This is an uninterrupted requirement.

e. Software**Table 4 Initial Software - Office of the Under Secretary for Benefits**

Item	Description	Qty	Remarks
e-mail software capability Exchange LAN		9	2 are an uninterrupted requirement.
Std VBA MS software		9	2 are an uninterrupted requirement.
Databases/ access to BDN			Copies of all files
Satellite Broadcasting Software			This is an uninterrupted requirement.
Electronic Document Management System (EDMS)		1	After 2 weeks, need access to EDMS

f. Communications**Table 5 Initial Communications - Office of the Under Secretary for Benefits**

Equipment Name	Number of Lines	Remarks
Interface to the satellite broadcasting system	1	This is an uninterrupted requirement.
Communications interface (LAN/WAN/Austin BDN)	11	2 connections are an uninterrupted requirement; 20 additional connections are needed after 2 weeks.
Connectivity to e-mail	9	2 connections are an uninterrupted requirement; 20 plus connections are needed after 2 weeks.
Phone lines	11	2 connections are an uninterrupted requirement; 20 additional connections are needed after 2 weeks.

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper. However, the Electronic Document Management System (EDMS) is needed to track correspondence.

Table 6 Vital Records - Office of the Under Secretary for Benefits

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
COOP				
EDMS				Required for tracking correspondence
Phone and POC lists				

h. **Materiel**

Table 7 Materiel - Office of the Under Secretary for Benefits

Item	Description	Qty	Remarks
None required.			

19. Office of the Under Secretary for Memorial Affairs, National Cemetery Administration (NCA) - (TEAM B)

a. **General Discussion.** The mission of the NCA is to honor veterans with a final resting-place and lasting memorials that commemorate their service to our Nation. There are four related programs managed by NCA:

- (1) National Cemeteries: Bury eligible veterans and family members in national cemeteries and maintain the graves and their environs as national shrines;
- (2) State Cemetery Grants Program (SCGP): Provide aid to states in establishing, expanding, or improving state veterans' cemeteries;
- (3) Headstones and Markers: Provide headstones and markers for the graves of eligible persons in national, state, and private cemeteries; and
- (4) Presidential Memorial Certificates: Provide certificates to families of deceased veterans, recognizing the veteran's contribution and service to the Nation.

b. **Essential Operations.** For an emergency that is site specific, and affects only the NCA Central Office (NCACO) and its support for its usual constituents, the following operations are identified as essential:

- (1) Bury veterans and dependents.
- (2) Process and order headstones and markers.
- (3) Issue Presidential Memorial Certificates.
- (4) Administer Contracts.
- (5) Ensure adequate IRM Support (e-mail, web site, AMAS-R, BOSS, Network Linkages, etc.) for NCA.
- (6) Provide Budget and Planning support for NCA.
- (7) Respond to correspondence and other inquiries.
- (8) Provide aid to States through the SCGP.
- (9) Ensure coordination of emergency activities.
- (10) Prepare, coordinate, review, and control engineering studies and projects.

Table 1 Essential Operations - Office of the Under Secretary for Memorial Affairs

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Burial of veterans and dependents	Uninterrupted requirement	Director, Field Programs Service (401A)
H	Provide headstones and markers	Uninterrupted Requirement	Director, Memorial Programs Service (403)
C	Issue Presidential Memorial Certificates	Within 5 days	Director, Memorial Programs Service (403)
H	Contract Administration	Within 12 hours	Director, Administration Service (402D)
H	IRM Support (e-mail, web sites, AMAS-R, BOSS, Network Linkage, etc.)	Uninterrupted requirement	Director, Information Systems Service (402C)
H	Budget	Within 12 hours	Director, Budget and Planning Service (402A)
C	Planning/Performance Measures	Within 5 days	Director, Budget and Planning Service (402A)
C	Correspondence	Within 5 days	Director, Communications Management Service (402B)
I	State Cemetery Grants Program	Within 30 days	Director, State Cemetery Grants Service (401C)
H	Emergency Preparedness Coordination	Uninterrupted requirement	Emergency Preparedness Coordinator (402A2)
C	Prepare, coordinate, review, and control engineering studies and projects	Within 5 days	Director, Technical Support Service (401B)

c. **Essential Positions.** Essential positions are the Under Secretary for Memorial Affairs (Team A), and those listed in Table 2.

Table 2 Essential Positions - Office of the Under Secretary for Memorial Affairs

Office	Position
NCA	Director, Office of Field Operations (401)
NCA	Staff Assistant (401)
NCA	Director, Budget and Planning Service (402A)
NCA	Director, Administration Service (402D)
NCA	Chief, Communications and Regulatory Division (402B1)
NCA	Program Assistant (401)

d. Hardware

Table 3 Initial Hardware - Office of the Under Secretary for Memorial Affairs

Equipment Name	Qty	Assigned To	Remarks
Computers with keyboard, monitors, hard drive	6	Staff personnel	DELL Optiplex 166MHZ, 32 MB RAM
Printer	1	Shared within the office.	Lexmark Optra S1650 or HP (Hewlett Packard)
Surge protectors power setups	6	Staff	
Xerox machine	1		An uninterrupted requirement
Blank floppy discs, box	12		
Iomega Zip external disk drive	1		To back up and restore key documents
Zip discs, each	10		For Iomega Zip drive

e. Software

Table 4 Initial Software - Office of the Under Secretary for Memorial Affairs

Item	Description	Qty	Remarks
Office suite	Microsoft Office (Word, Excel, PowerPoint, Access)	6	Installed on each computer
	Microsoft Outlook	6	Installed on each computer for e-mail
OS	Windows 95	6	
NCA specific	NCA Network Applications	6	Internet/Intranet, HR Links, Home Page, COHO, AMAS-R, Jetforms, NCA Help desk, NCA MIS, Per Diemazing, SIC FTP Server, SIC System Applications, EDMS
	Jetforms	6	Installed on each computer
	Licenses for software/purchase orders	6	

f. Communications

Table 5 Initial Communications - Office of the Under Secretary for Memorial Affairs

Equipment Name	Number of Lines	Remarks
One (1) fax machine	1	This is an uninterrupted requirement.
Six (6) telephones Network Connection	12	An uninterrupted requirement; <u>2 lines per telephone</u> 2 connections are an uninterrupted requirement.

g. Vital Records

Table 6 Vital Records - Office of the Under Secretary for Memorial Affairs

Vital Records Name	Access Required By	Remarks
NCA Directive 0320 Emergency Preparedness Planning May 9, 1997		Provides emergency preparedness planning policy, direction, and general orientation to all management levels in NCA.
NCA Handbook 0320 Emergency Preparedness Planning May 9, 1997		Contains procedures for emergency preparedness planning throughout NCA. Addresses emergency preparedness functions and activities for NCA.
NCA Handbook 3010 Uniforms and Special Clothing for National Cemetery Employees June 15, 1995		Contains procedures for wearing uniforms and special clothing in national cemeteries and identifies the responsibilities of NCA cemetery directors and cemetery personnel relating to uniforms and special clothing.
NCA Directive 3140 National Cemetery System Management and Decision Support System (NCAMADSS) Phase II		Provides NCA policy for the preparation and submission of the monthly NCA Management and Decision Support System (MADSS).
NCA Handbook 3140 National Cemetery System Management and Decision Support System (NCAMADSS) Phase II February 1, 1995		Directs and guides NCA/MADSS users through the operation of the system.
NCA Directive 3150 Metric Transition Plan and Policy February 17, 1995		Establishes policy, assigns responsibility, and provides guidance to NCA personnel for conversion to the metric system of measurement within NCA.
NCA Directive 3220 Flags in VA National Cemeteries April 21, 1995		Establishes policy for displaying flags in VA national cemeteries.
NCA Handbook 3220 Flags in VA National Cemeteries April 21, 1995		Prescribes procedures related to the display, handling, storage and disposition of flags in national cemeteries.
NCA Directive 3310.1 Persons Eligible for Headstone or Marker November 7, 1997		Sets forth the policy that if a veteran or other eligible person is buried in accordance with State or local law, the Secretary may furnish a headstone or marker to be placed at the burial site even if the site is not a "cemetery."
NCA Directive 3410 Pesticide Certification and Procedures September 10, 1998		Provides policy, direction and general orientation to all management levels in the NCA on pesticide certification and legal requirements.
NCA Handbook 3410 Pesticide Certification and Procedures September 10, 1998		Establishes NCA procedures for handling, applying, storing and disposing of pesticides.
NCA Directive 6300 NCA Records and Information Management May 22, 1996		Provides NCA policy for the creation, maintenance, and disposition of Federal records.
NCA Handbook 6300 NCA Records and Information Management May 22, 1996		Provides NCA procedures for the creation, maintenance and disposition of records.

NCA/MADSS Users Guide December 1996		Directs and guides NCA/MADSS users through the operation of the system.
NCA Strategic Plan		Provides the long-range plan for NCA.
NCA Budget		Provides the current and long-range budget for NCA.
NCA Burial Operations Support System (BOSS) Handbook		Directs and guides NCA/BOSS users who enter data into and retrieve information from the BOSS database.
Automated Monument Application System-Re-design (AMAS-R) Handbook		Directs and guides NCA/AMAS users who procure, order and replace monuments for the graves of eligible deceased veterans and their deceased dependents who are buried in or memorialized at a National, Military, Post, State or Private cemetery.
Accountability Report		Provides annual performance data for the department.
NCA Data Book		Provides pertinent information on National Cemetery Area Offices, National Cemeteries, and other NCA field installations to include cemetery status, cemetery statistical data, historical remarks, etc.
Personnel Listing, Nationwide, P31		Provides listing of NCA VACO and field personnel to include name, location, job title, grade, etc.
US map of National Cemeteries		Map reflects location of national cemeteries throughout the United States and Puerto Rico.
US map of State Cemeteries		Map reflects location of State Cemeteries throughout the United States and U. S. territories.
Cemetery geographic coordinates		Provides longitude and latitude for every national cemetery.

h. **Materiel****Table 7 Materiel - Office of the Under Secretary for Memorial Affairs**

Item	Description	Qty	Remarks
Xerox paper	8-1/2 X 11 500 sheets to a pack	1	Box (10 reams)
Pencils/Pens		2	Dozen
Writing tablets	White, 8-1/2 X 11	16	each
Desks/Chairs Or Work Stations		6	each
Waste Baskets		6	each
In and Out Boxes		6	each
Paperclips		24	pack
Desk Calendars		6	each
Dictionary/Thesaurus		1	each
Post-it Notes		16	pack
NCA Letterhead		1	ream
Envelopes/Messenger Envelopes		1	case
Shredder		1	each

20. Office of Inspector General (OIG) - (TEAM B)

a. **General Discussion.** The Office of Inspector General is responsible for the audit, investigation, and inspection of all Department of Veterans Affairs programs and operations.

b. **Essential Operations.** The Office of Inspector General performs no critical/essential (health care or benefit delivery) roles within the first 30 days.

Table 1 Essential Operations – Office of Inspector General

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	None	OIG performs command and control support role.	Deputy Inspector General
C	None		
I	None		

c. **Essential Positions.** Essential positions include the Inspector General (Team A) and Deputy Inspector General.

Table 2 Essential Positions - Office of Inspector General

Office	Position
50A	Deputy Inspector General

d. **Hardware.** If it is determined that staff must be relocated the tables below identify the resources that would be required:

Table 3 Initial Hardware - Office of Inspector General

Equipment Name	Qty	Assigned To	Remarks
Laptop computer	1	OIG	

e. Software

Table 4 Initial Software - Office of Inspector General

Item	Description	Qty	Remarks
Microsoft Office		1	Basic VA LAN access for e-mail.

f. Communications

Table 5 Initial Communications - Office of Inspector General

Equipment Name	Number of Lines	Remarks
Telephone	1	

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Office of Inspector General

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
COOP		x		
Phone and POC lists		x		

h. **Materiel**

Table 7 Materiel - Office of Inspector General

Item	Description	Qty	Remarks
None required.			

21. Office of the Assistant Secretary for Public and Intergovernmental Affairs (ASPIA) - (TEAM B)

a. **General Discussion.** The Office of the Assistant Secretary for Public and Intergovernmental Affairs is responsible for the coordination of information VA communicates to its various audiences especially to the general public through the news media, and the provision of policy guidance in public affairs. The Assistant Secretary is also responsible for managing and directing intergovernmental, international and consumer affairs, programs supporting veterans special issue groups, special events and coordinating program activities. The office works to meet the needs of several audiences—first and foremost, veterans.

b. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with the Office of the Secretary and other VA organization. During an emergency this office will provide news media services and public affairs policy guidance to other administration management elements and operating elements in the conduct of activities that create awareness of VA programs, services and responsibilities under emergency conditions.

Table 1 Essential Operations - Office of the Assistant Secretary for Public and Intergovernmental Affairs

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Interface with Secretary, Departmental, Congressional FEMA and other agencies Public Affairs	Within 12 hours	DAS for Public Affairs
H	Interface with State and Local officials Coordinate with DAS for Public Affairs	Within 12 hours	DAS for Intergovernmental Affairs
H	Support for Secretary Processing press releases	Uninterrupted Requirement	DAS for Public Affairs
H	Provide critical advice and operation support	Uninterrupted Requirement	Executive Assistant (002A)

c. **Essential Positions.** Essential position are the Assistant Secretary for Public and Intergovernmental Affairs (Team A), the Deputy Assistant Secretary for Public Affairs, the Deputy Assistant Secretary for Intergovernmental Affairs and the Executive Assistant (002A).

Table 2 Essential Positions - Office of the Assistant Secretary for Public and Intergovernmental Affairs

Office	Position
Office of the Assistant Secretary	DAS for Public Affairs
Office of the Assistant Secretary	DAS for Intergovernmental Affairs
Office of Public Affairs	DAS for Public Affairs
Office of Intergovernmental Affairs	DAS for Intergovernmental Affairs

d. **Hardware.** Individual team members will bring personal laptops.

Table 3 Hardware - Office of the Assistant Secretary for Public and Intergovernmental Affairs

Equipment Name	Qty	Assigned To	Remarks
Fax	2		1 Incoming only 1 outgoing only

e. **Software**

Table 4 Software - Office of the Assistant Secretary for Public and Intergovernmental Affairs

Item	Description	Qty	Remarks
None required.			

f. **Communications**

Table 5 Communications - Office of the Assistant Secretary for Public and Intergovernmental Affairs

Equipment Name	Number of Lines	Remarks
Connectivity to e-mail	2	An uninterrupted requirement;.
Phone lines	4	2 connections are an uninterrupted requirement;.

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Office of the Assistant Secretary for Public and Intergovernmental Affairs

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
None required.				

h. **Materiel**

Table 7 Materiel - Office of the Assistant Secretary for Public and Intergovernmental Affairs

Item	Description	Qty	Remarks
None required.			

22. Office of the Assistant Secretary for Financial Management – (TEAM B)

a. **General Discussion.** Staff in the Office of the Assistant Secretary for Financial Management oversees and supports all of VA's budget, finance, and acquisition and materiel management activities. Supports the Secretary, Deputy Secretary, Under Secretaries and other Departmental staff offices by ensuring annual budgets include costs of emergency preparedness. The staff emergency operational requirements include preparing plans to access VA financial and budgetary systems including records and databases. It provides support to the Secretary, Under Secretaries and Deputy Secretaries in performing their duties during emergency operations.

b. Essential Operations

Table 1 Essential Operations - Office of the Assistant Secretary for Financial Management

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Ensure continuity of budget execution, particularly with respect to adjustments needed to address emergency situation.		DAS for Budget
H	Ensure budget formulation for next fiscal year		DAS for Budget
H	Entitlement/Benefit – Continuation and restoration of payment capability – liaison with Administrations and Treasury		DAS for Finance
C	Administration and vendor payment (medical contractors)		Director, FMS Service
I	Payroll (VACO employees)		Payroll Systems Analyst
H	OA&MM Operations		DAS A & MM
H	Contracting		Associate DAS for Acquisitions
H	Transportation		Associate DAS for Program Ops
C	IT Support		Director, Business Office
C	Supply Fund Budget & Execution		Chief Financial Officer
I	Contract Review		ADAS for Acquisitions
I	Publications		ADAS for Program Ops
I	Continuity of Operations Planning		Director, Business Office

c. **Essential Positions.** Essential positions are the Assistant Secretary for Financial Management (Team A), Deputy for Financial Management, Executive Assistant,

Table 2 Essential Positions - Office of the Assistant Secretary for Financial Management

Office	Position
OFM	Assistant Secretary for Financial Management
OFM	Deputy for Financial Management
OFM	Executive Assistant

d. **Hardware**

Table 3 Initial Hardware - Office of the Assistant Secretary for Financial Management

Equipment Name	Qty	Assigned To	Remarks
PCs	3	Staff personnel	Networked PCs with modems, LAN/WAN
Laser printers	1	Shared within the office.	Network printer. This is an uninterrupted requirement.
Copier	1	Shared within the office.	
Fax	1	Shared	

e. **Software**

Table 4 Initial Software - Office of the Assistant Secretary for Financial Management

Item	Description	Qty	Remarks
MS Windows 95	Operating system	3	
MS Office 97	Suite of software	3	license #53491-270-4197194-44315
Internet Explorer	Software to provide access to the Internet	3	

f. **Communications**

Table 5 Initial Communications - Office of the Assistant Secretary for Financial Management

Equipment Name	Number of Lines	Remarks
Connectivity to e-mail	3	
Phone lines	3	

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Office of the Assistant Secretary for Financial Management

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
COOP		X		
Phone and POC lists		x		

h. **Materiel**

Table 7 Materiel - Office of the Assistant Secretary for Financial Management

Item	Description	Qty	Remarks
None required.			

23. Office of Budget - (TEAM B)

a. **General Discussion.** The Deputy Assistant Secretary for Budget supports all of VA's budget activities including costs of emergency preparedness and response. The staff emergency operational requirements include preparing plans to access VA budgetary systems including records and databases. It provides support to the Secretary, Under Secretaries and Deputy Secretaries in performing their duties during emergency operations.

b. Essential Operations**Table 1 Essential Operations - Office of the Deputy Assistant Secretary for Budget**

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Ensure continuity of budget execution, particularly with respect to adjustments needed to address emergency situation.		DAS for Budget
H	Ensure budget formulation for next fiscal year		DAS for Budget

c. Essential Positions**Table 2 Essential Positions - Office of the Deputy Assistant Secretary for Budget**

Office	Position
Budget (041)	DAS for Budget
Budget (041E)	Director, Veterans Benefits Service
Budget (041F)	Director, Medical Service
Budget (041C/D)	Supervisory Budget Analyst

d. Hardware**Table 3 Initial Hardware - Office of the Deputy Assistant Secretary for Budget**

Equipment Name	Qty	Assigned To	Remarks
PCs Pentium II 450mhz	4	Staff	
Laser printers	4	Staff	Must be high speed network printers

e. **Software**

Table 4 Initial Software – Office of the Deputy Assistant Secretary for Budget

Item	Description	Qty	Remarks
MS Windows 95	Operating system	4	
MS Office 97	Suite of software	4	license #53491-270-4197194-44315
Q&A Data Base	Data Base System	4	Copies of all files
WINFRAME	Software to connect to server in Austin	4	
Internet Explorer	Software to provide access to the Internet	4	

f. **Communications**

Table 5 Initial Communications - Office of the Deputy Assistant Secretary for Budget

Equipment Name	Number of Lines	Remarks
Connection to PAID/OLDE	4	
Access to FMS in Austin and Austin Treasury	4	
Connectivity to e-mail	4	
Phone lines	4	
Daily connectivity is needed with MAX, which uses the internet, and FMS, which uses 3270 via TCP/IP.	4	

g. **Vital Records**

Table 6 Vital Records - Office of the Deputy Assistant Secretary for Budget

Vital Records Name	Location	Format Paper	Disk/Tape/CD	Access Required By	Remarks
FMS	Austin				
COOP					
Phone and POC lists					

h. **Materiel**

Table 7 Materiel - Office of the Deputy Assistant Secretary for Budget

Item	Description	Qty	Remarks
None required.			

24. Office of Finance - (TEAM B)

a. **General Discussion.** The Deputy Assistant Secretary for Finance supports all of VA's finance activities. It supports the Secretary, Deputy Secretary, Under Secretaries and other Departmental staff offices by ensuring VA financial systems, including records and databases are current, viable and available. It provides support to the Secretary, Under Secretaries and Deputy Secretaries in performing their duties during emergency operations.

b. Essential Operations**Table 1 Essential Operations - Office of the Deputy Assistant Secretary for Finance**

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Monitor Entitlement/Benefit – continuation of payment capability; liaison with Administrations and Treasury	Required within the first 24 hours following an emergency or disaster.	DAS for Finance

c. Essential Positions**Table 2 Essential Positions - Office of the Deputy Assistant Secretary for Finance**

Office	Position
Office of Finance (047)	DAS for Finance
Office of Finance (047)	ADAS for Financial Operations
Office of Finance (047)	ADAS for Financial Systems

d. Hardware**Table 3 Initial Hardware - Office of the Deputy Assistant Secretary for Finance**

Equipment Name	Qty	Assigned To	Remarks
PCs	3	Staff	Network PCs with modems, LAN/WAN with access to FMS Austin. Required within the first 12 hours following an emergency or disaster.
Laser Printer	1	Shared within the office	Required within the first 12 hours following an emergency or disaster.
Phone	3	Staff	Required within the first 12 hours following an emergency or disaster.
Copier	1	Shared within the office	Required within the first 12 hours following an emergency or disaster.
FAX Machine	1	Shared within the office	Required within the first 12 hours following an emergency or disaster.

e. **Software**

Table 4 Initial Software - Office of the Deputy Assistant Secretary for Finance

Item	Description	Qty	Remarks
MS Windows 95	Operating system	3	Required within the first 12 hours following an emergency or disaster.
MS Office 97	Suite of software	3	Required within the first 12 hours following an emergency or disaster.
WINFRAME	Software to connect to server in Austin	2	Required within the first 12 hours following an emergency or disaster.
IFCAP	Financial and ordering software	2	Required within the first 24 hours following an emergency or disaster.

f. **Communications**

Table 5 Initial Communications - Office of the Deputy Assistant Secretary for Finance

Equipment Name	Number of Lines	Remarks
Connection to PAID/OLDE	3	Required within the first 24 hours following an emergency or disaster.
Access to FMS in Austin and Austin Treasury	3	Daily connectivity is needed with MAX using the Internet and FMS, which uses 3270 via TCP/IP. Required within the first 24 hours following an emergency or disaster.
Connectivity to e-mail	3	Required within the first 12 hours following an emergency or disaster.
Phone lines	3	Required within the first 12 hours following an emergency or disaster.

g. **Vital Records**

Table 6 Vital Records - Office of the Deputy Assistant Secretary for Finance

Vital Records Name	Location	Format		Access Required By	Remarks
		Paper	Disk/Tape/CD		
COOP		X			Required within the first 12 hours following an emergency or disaster.
POC lists		x			Required within the first 12 hours following an emergency or disaster.

h. **Materiel****Table 7 Materiel - Office of the Deputy Assistant Secretary for Finance**

Item	Description	Qty	Remarks
desks/tables, chairs	Industry Standard	3	Each
Diskettes	HD 3.5"	3	boxes
File folders	Manila Folders, standard	1	box
Copier Paper	White 8½ x 11	1	box
Pens	Black	1	box
Highlighters	Yellow	1	box
Post-it Notes	Yellow	4	packs
Envelopes	Business	1	box
Stapler	Standard	3	Each
Staples	Regular	1	box
Paper clips and binder clips	Medium and large sizes	2	boxes

i. **Essential Operations****Table 8 Essential Operations - Office of the Deputy Assistant Secretary for Finance - (Team C)**

RANK H, C, I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
I	Monitor Administration and vendor payment (medical contractors)	Required within the first 48 hours following an emergency or disaster.	Director, FMS Services
C	Monitor Payroll/HRLINK\$	Required 72 hours following an emergency or disaster.	Computer Specialist/ Systems Analyst

j. **Essential Positions****Table 9 Essential Positions - Office of the Deputy Assistant Secretary for Finance - (Team C)**

Office	Position
Office of Finance (047)	Director, FMS Services
Office of Finance (047)	Computer Specialist
Office of Finance (047)	Systems Analyst

k. **Hardware**

Table 10 Initial Hardware - Office of the Deputy Assistant Secretary for Finance - (Team C)

Equipment Name	Qty	Assigned To	Remarks
PCs	3	Staff	Network PCs with modems, LAN/WAN with access to FMS Austin. Required within the first 12 hours following an emergency or disaster.
Laser Printer	1	Shared within the office	Required within the first 12 hours following an emergency or disaster.
Phone	3	Staff	Required within the first 12 hours following an emergency or disaster.
Copier	1	Shared within the office	Required within the first 12 hours following an emergency or disaster.
FAX Machine	2	Shared within the office	One incoming one outgoing. Required within the first 12 hours following an emergency or disaster.

l. **Software**

Table 11 Initial Software - Office of the Deputy Assistant Secretary for Finance - (Team C)

Item	Description	Qty	Remarks
MS Windows 95	Operating system	3	Required within the first 12 hours following an emergency or disaster.
MS Office 97	Suite of software	3	Required within the first 12 hours following an emergency or disaster.
WINFRAME	Software to connect to server in Austin	2	Required within the first 12 hours following an emergency or disaster.
IFCAP	Financial and ordering software	2	Required within the first 24 hours following an emergency or disaster.

m. **Communications**

Table 12 Initial Communications - Office of the Deputy Assistant Secretary for Finance - (Team C)

Equipment Name	Number of Lines	Remarks
Connection to PAID/OLDE	3	Required within the first 24 hours following an emergency or disaster.
Access to FMS in Austin and Austin Treasury	3	Daily connectivity is needed with MAX using the Internet and FMS, which uses 3270 via TCP/IP. Required within the first 24 hours following an emergency or disaster.
Connectivity to e-mail	3	Required within the first 12 hours following an emergency or disaster.
Phone lines	3	Required within the first 12 hours following an emergency or disaster.

n. **Vital Records****Table 13 Vital Records - Office of the Deputy Assistant Secretary for Finance -
(Team C)**

Vital Records Name	Location	Format	Access Required By	Remarks
		Paper Disk/Tape/CD		
None required				

o. **Materiel****Table 14 Materiel - Office of the Deputy Assistant Secretary for Finance -
(Team C)**

Item	Description	Qty	Remarks
desks/tables, chairs	Industry Standard	3	Each
Diskettes	HD 3.5"	5	boxes
File folders	Manila Folders, standard	2	boxes
Copier Paper	White 8½ x 11	2	boxes
Pens	Black	2	boxes
Highlighters	Yellow	2	boxes
Post-it Notes	Yellow	4	packs
Envelopes	Business	1	box
Stapler	Standard	3	Each
Staples	Regular	1	box
Paper clips and binder clips	Medium and large sizes	4	Boxes of each

25. Office of Acquisition and Materiel Management - (TEAM B) and (TEAM C)

a. **General Discussion.** Staff in the Office of the Deputy Assistant Secretary for Acquisition and Materiel Management supports all of VA's acquisition and materiel management activities. The staff emergency operational requirements include preparing plans to continue contracting for goods and services. It provides support to the Secretary, Under Secretaries and Deputy Secretaries in performing their duties during emergency operations. These operations would be coordinated at the COOP location by the DAS for Acquisition and Materiel Management with the primary work being accomplished at the VACO offsite location.

b. Essential Operations

Table 1 Essential Operations - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Operations of OA&MM		DAS for A&MM
H	Contracting		Contracting Officer
I	Contract Review		Contract Review
H	Transportation		Transportation
I	Publications		Publications
C	IT Support		IT Systems Analyst
I	Continuity of Operations Planning		Program Analyst (COOP)
C	Supply Fund Budget & Execution		Budget Analyst

c. Essential Positions

Table 2 Essential Positions - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management

Office	Position
OA&MM	DAS for A&MM
Acquisitions	Contracting Officer
Chief Financial Officer	Budget Analyst

d. Hardware

Table 3 Initial Hardware - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management

Equipment Name	Qty	Assigned To	Remarks
PCs	3	Staff personnel	Networked PCs with LAN/WAN access to FMS
Laser printers	1	Shared within the office.	Network printer.
Printek Form Pro 4503	1	Staff personnel	The impact printer to print Gov't. Bills of Lading
Fax	1		

e. **Software****Table 4 Initial Software - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management**

Item	Description	Qty	Remarks
MS Windows 95	Operating system	3	
MS Office 97	Suite of software	3	
Internet Explorer	access to the Internet	3	
Q&A Data Base	Data Base System	1	Used by transportation staff
WINFRAME	Software to connect to server in Austin	2	This software is used to communicate with the Austin Automation Center (AAC) where the SACONS contract software is run.
Internet Explorer	Software to provide access to the Internet	3	This is used to access several of our systems run at the AAC
IFCAP	Financial and ordering software	3	This software is used in conjunction with Finance

f. **Communications****Table 5 Initial Communications - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management**

Equipment Name	Number of Lines	Remarks
Connectivity to the AAC	3	OA&MM runs several database systems at the AAC
Connectivity to e-mail	3	
Phone lines	2	

g. **Vital Records****Table 6 Vital Records - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management**

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
FMS	Austin			
COOP				
Phone and POC lists				

h. **Materiel****Table 7 Materiel - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management**

Item	Description	Qty	Remarks
None required			

i. Essential Operations

Table 8 Essential Operations - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (Team C)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Operations of OA&MM	Required within first 24 hours	DAS for A&MM
H	Contracting	Required within first 24 hours	Contracting Officer
I	Contract Review	Required with first week	Contract Review
H	Transportation	Required within first 48 hours	Transportation
I	Publications	Required within first 48 hours	Publications
C	IT Support	Required within first 48 hours	IT Systems Analyst
I	Continuity of Operations Planning	Required within first 48 hours	Program Analyst (COOP)
C	Supply Fund Budget & Execution	Required within first 24 hours	Budget Analyst

j. Essential Positions

Table 9 Essential Positions - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (Team C)

Office	Position
OA&MM, Acquisitions	ADAS for Acquisitions
OA&MM, Acquisitions	Contracting officer
OA&MM, Acquisitions	Contract Reviewer
OA&MM, Materiel Management	ADAS for Project Management and Operations
OA&MM, Materiel Management	Transportation Specialist
OA&MM, Materiel Management	Publications Manager
OA&MM, Business Office	IT Systems Analyst
OA&MM, Business Office	Program Analyst (COOP)
OA&MM, CFO	Budget Analyst/ Accountant

k. Hardware**Table 10 Initial Hardware - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (Team C)**

Equipment Name	Qty	Assigned To	Remarks
PCs	9	Staff personnel	Networked PCs with LAN/WAN access to FMS
Laser printers	2	Shared within the office.	Network printer.
Printek Form Pro 4503	1	Staff personnel	The impact printer to print Gov't. Bills of Lading
Fax	1		

l. Software**Table 11 Initial Software - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (Team C)**

Item	Description	Qty	Remarks
MS Windows 95	Operating system	9	
MS Office 97	Suite of software	9	
Internet Explorer	access to the Internet	9	
IFCAP	Internal system to prepare delivery orders	1	
Q&A for Transportation Specialist	To manage shipments	1	

m. Communications**Table 12 Initial Communications - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (Team C)**

Equipment Name	Number of Lines	Remarks
Telephone	5	
Internet Access	9	
Access to Austin Automation Center	9	

n. **Vital Records**

Table 13 Vital Records - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (Team C)

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
IFCAP Records form VACO ITSS	VACO ITSS	IT	CO	Contracting Officer requires Access to prepare contracts
Q&A records	OA&MM	IT		To be used by Transportation Specialist

o. **Materiel**

Table 14 Materiel - Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (Team C)

Item	Description	Qty	Remarks
Normal Office Supplies			There are no special requirements

26. Office of the Assistant Secretary for Information and Technology - (TEAM B) and (TEAM C)

a. **General Discussion.** The Office of the Assistant Secretary for Information and Technology works with VA organizations to provide adequate national security emergency preparedness telecommunications in support of their emergency functions and activities. It assists in requests for access to critical/essential automated records from VA relocation sites. It assists Administration heads, Assistant Secretaries, and Other Key Officials in the retrieval of vital "rights and interests" records, during or after emergency situations. It provides support for the Secretary, Under Secretaries and Deputy Secretaries in performing their duties during emergency operations.

b. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with the Office of the Secretary and all VA organizations. It works with all VA organizations to provide adequate communications and access to emergency operating records and data.

Table 1 Essential Operations - Office of the Assistant Secretary for Information and Technology - (Team B)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Coordinates, integrates, and oversees information resources management, telecommunication and certain automation activities within VA	Required within the first 12 hours following an emergency or disaster.	Chief Information Officer (Team A) Principal DAS for Information and Technology (Team B)
H	Advises and assists the CIO on matters pertaining to IRM planning, security, acquisition review, data administration, systems integration, policy, procedures, standards, oversight, and the assessment of new developments in technology	Required within the first 12 hours following an emergency or disaster.	ADAS, Office of Policy and Program Assistance (045A)
C	Makes EDMS (Electronic Document Management System) resources available to its existing customer base	Can be deferred from 24 to 72 hours.	Director, Technology Integration Service (045A2)
I	Coordinates and oversees the VA Directives Management System	Can be deferred from 72 hours to a period of 30 days	Director, Policy and Standards Service (045A3)
After 30 days	Oversees the VA-wide IRM acquisition process; develops effective acquisition strategies for the implementation of VA-wide IRM programs; conducts pre and post-implementation reviews of requests for proposals and task orders	After 30 days	Director, IRM Planning, Acquisition and Security Service (045A1)

Appendix A

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
After 30 days	Serves as Records Officer, FOIA/Privacy Act Officer and Publications Control Officer for the Department; System Manager for the Automated Management Information System	After 30 days	Director, Information Management Service (045A4)
After 30 days	Provides direct assistance in IRM planning, acquisition, and implementation in VA; coordinates with OMB and GSA; provides IRM expertise and assistance to customer/stakeholder organization; coordinates cross-cutting IRM activities and solutions within VA	After 30 days	Director, Program Coordination Staff (045A PC)
H	Advises and assists the CIO on matters pertaining to wide area data and local area network management and telecommunications services	Required within the first 12 hours following an emergency or disaster.	ADAS, Office of Telecommunications (045B)
H	The Department of Veterans Affairs Wide Area Data Communications Network.	Required within the first 12 hours following an emergency or disaster.	Director, Wide Area Network Service (045B1)
H	Coordinates and oversees telecommunications support for VA	Required within the first 12 hours following an emergency or disaster.	Director, Telecommunications Support Service (045B2)
H	Information technology support to VACO: VA Central Office corporate office automation (COCOA) platform support (Microsoft Office software suite; electronic mail; shared network drives and printers; daily incremental and periodic full backups stored off-site; and network authentication)*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: LAN connectivity to specialized VA platforms (such as EDMS, IFCAP, ETA and PerDiemAmazing)*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: LAN connectivity to customer-operated servers*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Information technology support to VACO: External e-mail connectivity to other VA locations, government organizations, commercial or research partners and the veteran service community*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: WAN connectivity to centralized VA automated resources (generally located in Austin, but could be other VA locations)*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: WAN connectivity to Internet/Intranet services*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)

*These capabilities are automatically provided if OIT organizations relocate to other VA facilities. ITSS personnel do not have to be present to provide these capabilities.

c. **Essential Positions.** Essential positions are the Assistant Secretary for Information and Technology (Team A), Principal Deputy Assistant Secretary for Information and Technology DAS for Information Resource Management

Table 2 Essential Positions - Office of the Assistant Secretary for Information and Technology - (Team B)

Identified for relocation to Martinsburg, West Virginia VA MEDICAL CENTER in support of VA's National Emergency Management Team (NEMT)

Office	Position
005	Principal DAS for Information and Technology
005	Executive Assistant (H)
005	Staff Assistant/Program Assistant (H)
045A2	PDD 63/PDD 67 Information Security Staff Rep (Emergency Planning Coordination) (H)
045A	ADAS, Office of Policy and Program Assistance (H)
045B	ADAS, Office of Telecommunications (H)

d. **Hardware**

Table 3 Initial Hardware - Office of the Assistant Secretary for Information and Technology - (Team B)

Chief Information Officer (Martinsburg Location)

Equipment Name	Qty	Assigned To	Remarks
PCs	6	005	Network PCs, Uninterrupted requirement for 3
Printer	1	005	Network printer, Uninterrupted requirement
Phones	6	005	Uninterrupted requirement
Copier	1	005	Uninterrupted requirement
FAX	1	005	Uninterrupted requirement
Satellite Broadcasting System	1	005	Uninterrupted requirement

e. **Software**

Table 4 Initial Software - Office of the Assistant Secretary for Information and Technology - (Team B)

Chief Information Officer (Martinsburg Location)

Item	Description	Qty	Remarks
E-mail software capability, Exchange		6	Uninterrupted requirement
MS Office		6	Uninterrupted requirement
Electronic Data Management System		1	Within 5 days
Satellite Broadcasting Software		1	Uninterrupted requirement

f. **Communications**

Table 5 Initial Communications - Office of the Assistant Secretary for Information and Technology - (Team B)

Equipment Name	Qty	Remarks
Connectivity to e-mail WAN	6 Martinsburg 11 TBD	Uninterrupted requirement
Phone lines	6 Martinsburg 11 TBD	Uninterrupted requirement
Interface to the satellite broadcasting system	1 Martinsburg	Uninterrupted requirement

g. **Vital Records**

Table 6 Vital Records - Office of the Assistant Secretary for Information and Technology - (Team B)

Vital Record Name	Remarks
COOP	
EDMS	To track correspondence
Phone and POC listings	
Internet Access	Access to US Code and Federal Regulations

h. **Materiel**

**Table 7 Materiel - Office of the Assistant Secretary for Information and Technology -
(Team B)
Chief Information Officer (Martinsburg Location)**

Item	Description	Qty	Remarks
Diskettes	HD, 3.5"	3	Boxes
Reference Books	Dictionary, GPO Style Manual, Thesaurus	1	each
File Folders	Manila folders, standard	2	Boxes
Copier paper	8 ½ x 11,	2	Boxes
Pens	Black	1	Boxes
Highlighters	Yellow	1	Boxes
Post-it Notes	Yellow	3	packs
Envelopes	Business	1	case
Messenger Envelopes		25	each
Stapler		6	each
Paper Clips		2	Boxes
Staples	Refills	6	boxes

i. **Essential Operations**

**Table 8 Essential Operations - Office of the Assistant Secretary for Information and
Technology - (Team C)**

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Coordinates, integrates, and oversees information resources management, telecommunication and certain automation activities within VA	Required within the first 12 hours following an emergency or disaster.	Chief Information Officer (Team A) Principal DAS for Information and Technology (Team B)
H	Advises and assists the CIO on matters pertaining to IRM planning, security, acquisition review, data administration, systems integration, policy, procedures, standards, oversight, and the assessment of new developments in technology	Required within the first 12 hours following an emergency or disaster.	ADAS, Office of Policy and Program Assistance (045A)
C	Makes EDMS (Electronic Document Management System) resources available to its existing customer base	Can be deferred from 24 to 72 hours.	Director, Technology Integration Service (045A2)
I	Coordinates and oversees the VA Directives Management System	Can be deferred from 72 hours to a period of 30 days	Director, Policy and Standards Service (045A3)

Appendix A

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
After 30 days	Oversees the VA-wide IRM acquisition process; develops effective acquisition strategies for the implementation of VA-wide IRM programs; conducts pre and post-implementation reviews of requests for proposals and task orders	After 30 days	Director, IRM Planning, Acquisition and Security Service (045A1)
After 30 days	Serves as Records Officer, FOIA/Privacy Act Officer and Publications Control Officer for the Department; System Manager for the Automated management Information System	After 30 days	Director, Information Management Service (045A4)
After 30 days	Provides direct assistance in IRM planning, acquisition, and implementation in VA; coordinates with OMB and GSA; provides IRM expertise and assistance to customer/stakeholder organization; coordinates cross-cutting IRM activities and solutions within VA	After 30 days	Director, Program Coordination Staff (045A PC)
H	Advises and assists the CIO on matters pertaining to wide area data and local area network management and telecommunications services	Required within the first 12 hours following an emergency or disaster.	ADAS, Office of Telecommunications (045B)
H	The Department of Veterans Affairs Wide Area Data Communications Network.	Required within the first 12 hours following an emergency or disaster.	Director, Wide Area Network Service (045B1)
H	Coordinates and oversees telecommunications support for VA	Required within the first 12 hours following an emergency or disaster.	Director, Telecommunications Support Service (045B2)
H	Information technology support to VACO: VA Central Office corporate office automation (COCOA) platform support (Microsoft Office software suite; electronic mail; shared network drives and printers; daily incremental and periodic full backups stored off-site; and network authentication)*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: LAN connectivity to specialized VA platforms (such as EDMS, IFCAP, ETA and PerDiemAmazing)*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Information technology support to VACO: LAN connectivity to customer-operated servers*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: External e-mail connectivity to other VA locations, government organizations, commercial or research partners and the veteran service community*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: WAN connectivity to centralized VA automated resources (generally located in Austin, but could be other VA locations)*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)
H	Information technology support to VACO: WAN connectivity to Internet/Intranet services*	Required within the first 12 hours following an emergency or disaster.	Director, Office of Information Technology and Administration (0451)

*These capabilities are automatically provided if OIT organizations relocate to other VA facilities. ITSS personnel do not have to be present to provide these capabilities.

j. **Essential Positions.** The following positions are identified as being essential. Individuals assigned to essential positions will be prepared to report to work or relocate on short notice to a Backup Operations Site, activate the site, and carry out essential operations for the duration of a declared emergency or disaster.

Table 9 Essential Positions - Office of the Assistant Secretary for Information and Technology - (Team C)

Identified for relocation to an alternate VA facility (to be determined*) to provide ongoing OIT support for departmental management.

Office	Position
045A2	EDMS Folder Database Server System Administrator (H)
045A2	EDMS Technical Maintainer (Contractor; DynSolutions, Inc.) (H)
045A2	EDMS Team Leader (C)
045A2	System Administrator EDMS (C)
045A3	Directives Management System Administrator (I)
045B11	Chief, IDCU Network Operations Center (H)
045B11	IDCU Security Officer (Team Leader) IDCU Network Operations Center (H)
045B1	Director (H)
045B11	Telecommunications Specialist (Team Leader/ Operations) (H)
045B11	Telecommunications Specialist (Operations) (H)
045B11	Telecommunications Specialist (Operations) (H)

k. Hardware

Table 10 Initial Hardware - Office of the Assistant Secretary for Information and Technology - (Team C)

Office of Policy and Program Assistance (Location TBD)

Equipment Name		Assigned to	Remarks
PCs	5	045A	Network PCs, Uninterrupted requirement for 2
Printer	1	045A	Network printer, Uninterrupted requirement
Phones	5	045A	Uninterrupted requirement for 2
Copier	1	045A	Within 72 hours
FAX	1	045A	Uninterrupted requirement

Office of Telecommunications (Location TBD)

Equipment Name	Qty	Assigned to	Remarks
PCs	6	045B	Network PCs, Uninterrupted requirement for 2
Printer	2	045B	Network printer, Uninterrupted requirement
Phones	6	045B	Uninterrupted requirement for 2
Copier	1	045B	Within 72 hours
FAX	1	045B	Uninterrupted requirement
IDCU Backup System		045B	Until transition to FTS 2001 is complete. See IDCU Contingency and System Recovery Plan, to include discussion of Network Operations Center Backup Site.
Sprint FTS 2001		045B	Transition is underway. Details pending.

l. Software

Table 11 Initial Software - Office of the Assistant Secretary for Information and Technology - (Team C)

Office of Policy and Program Assistance (Location TBD)

Item	Description	Quantity	Remarks
E-mail software capability, Exchange		5	Uninterrupted requirement for 2
MS Office		5	Uninterrupted requirement for 2
Electronic Data Management System		4	Within 5 days

Office of Telecommunications (Location TBD)

Item	Description	Qty	Remarks
E-mail software capability, Exchange		6	Uninterrupted requirement for 2
MS Office		6	Uninterrupted requirement for 2
Electronic Data Management System		1	Within 5 days

m. **Communications****Table 12 Initial Communications - Office of the Assistant Secretary for Information and Technology - (Team C)**

Equipment Name	Quantity	Remarks
Connectivity to e-mail WAN	11	Uninterrupted requirement
Phone lines	11	Uninterrupted requirement

n. **Vital Records****Table 13 Vital Records - Office of the Assistant Secretary for Information and Technology - (Team C)**

Vital Record Name	Remarks
COOP	
EDMS	To track correspondence
Phone and POC listings	
Internet Access	Access to US Code and Federal Regulations

o. **Materiel****Table 14 Materiel - Office of the Assistant Secretary for Information and Technology - (Team C)**

Office of Policy and Program Assistance (Location TBD)

Item	Description	Quantity	
Diskettes, boxes	HD, 3.5"	4	Uninterrupted requirement
Reference Books, each	Dictionary, GPO Style Manual, Thesaurus	1	Uninterrupted requirement
File Folders, boxes	Manila folders, standard	2	Uninterrupted requirement
Copier paper, boxes	8 ½ x 11,	3	Uninterrupted requirement
Pens, boxes	Black	2	Uninterrupted requirement
Highlighters, boxes	Yellow	2	Uninterrupted requirement
Post-it Notes, packs	Yellow	4	Uninterrupted requirement
Envelopes, case	Business	1	Uninterrupted requirement
Messenger Envelopes, each		50	Uninterrupted requirement
Stapler		5	Uninterrupted requirement
Paper Clips, boxes		5	Uninterrupted requirement
Staples, boxes	Refills	5	Uninterrupted requirement

Office of Telecommunications (Location TBD)

Item	Description	Quantity	Remarks
Diskettes, boxes	HD, 3.5"	4	Uninterrupted requirement
Reference Books, each	Dictionary, GPO Style Manual, Thesaurus	1	Uninterrupted requirement
File Folders, boxes	Manila folders, standard	2	Uninterrupted requirement
Copier paper, boxes	8 ½ x 11,	3	Uninterrupted requirement
Pens, boxes	Black	2	Uninterrupted requirement
Highlighters, boxes	Yellow	2	Uninterrupted requirement
Post-it Notes, packs	Yellow	4	Uninterrupted requirement
Envelopes, case	Business	1	Uninterrupted requirement
Messenger Envelopes, each		50	Uninterrupted requirement
Stapler		5	Uninterrupted requirement
Paper Clips, boxes		5	Uninterrupted requirement
Staples, boxes	Refills	5	Uninterrupted requirement

27. Deputy Assistant Secretary for Administration – (TEAM B)

a. **General Discussion.** Staff in the Office of the Deputy Assistant Secretary for Administration provides a variety of services to the Secretary, Deputy Secretary and staff offices within VACO at 810 Vermont Avenue NW. These services include; Management, Media, Travel, Property Management, Buildings Management, Space Management, Resources Management, Information Management, and Occupational Safety and Health.

b. **Essential Operations.** Staff in the Office of the Deputy Assistant Secretary for Administration is responsible for developing plans for continuity of operations in the event VACO at 810 Vermont Avenue is not usable due to a local emergency situation. These plans must include alternate work site(s). It provides support to the Secretary, Under Secretaries and Deputy Secretaries in performing their duties during emergency operations. Essential responsibilities during emergency operations involve providing essential services for all of the staff offices housed within 810 Vermont Avenue and 801 I Street NW (Tech World). Within three days of an event when 810 Vermont Avenue is uninhabitable, resulting in COOP activation, the Office of the Secretary, Deputy Secretary, Center for Women Veterans, Center for Minority Veterans, Office of Employment Discrimination Complaint Adjudication, and the Special Assistant to the Secretary for Veterans Service Organizations Liaisons will be relocated to 801 I Street NW (Tech World) to space currently occupied by the IG, Office of Small and Disadvantaged Business Utilization. The latter will be relocated within five days of such an event. The Office of Administration will time phase relocation of essential functions and positions of remaining offices based on requirements submitted for COOP planning.

Table 1 Essential Operations - Office of the Deputy Assistant Secretary for Administration

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Management	Within 12 hours	DAS for Administration
H	Management	Within 12 hours	Director Facilities Service
H	Management Support	Within 12 hours	Staff Assistant
H	Emergency Planner	Within 12 hours	Emergency Planner.

c. **Essential Positions.** Essential positions are the DAS for Administration, Director Facilities Service, and Emergency Planner.

Table 2 Essential Positions - Office of the Deputy Assistant Secretary for Administration

Office	Position
Office of the DAS for Administration (03)	DAS for Administration
Office of the DAS for Administration (03)	Staff Director
Office of Facilities Service (033)	Director Facilities Service
Office of Support Service (032A)	Emergency Planner

d. **Hardware**

Table 3 Initial Hardware - Office of the Deputy Assistant Secretary for Administration

Equipment Name	Qty	Assigned To	Remarks
PC	4	Staff personnel	A Network PC is an uninterrupted requirement
Printer	1	Shared within the office.	Network printer. This is an uninterrupted requirement.
Phones	4	Staff	2 phones are an uninterrupted requirement;
Copier	1	Shared within the office.	1 is an uninterrupted requirement; 1 more copier is needed after 2 weeks.
Fax	1	Shared	This is an uninterrupted requirement.

e. **Software**

Table 4 Initial Software - Office of the Deputy Assistant Secretary for Administration

Item	Description	Qty	Remarks
MS Windows 95	Operating system	4	
MS Office 97	Suite of software	4	
Internet Explorer	access to the Internet	4	

f. **Communications**

Table 5 Initial Communications - Office of the Deputy Assistant Secretary for Administration

Equipment Name	Number of Lines	Remarks
Phone lines		2 connections are an uninterrupted requirement;.

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Office of the Deputy Assistant Secretary for Administration

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
COOP				
Phone and POC lists				

h. **Materiel**

Table 7 Materiel - Office of the Deputy Assistant Secretary for Administration

Item	Description	Qty	Remarks
None required.			

28. Office of the Deputy Assistant Secretary for Human Resources Management - (TEAM B) and (TEAM C)

a. **General Discussion.** Staff in the Office of the Deputy Assistant Secretary for Human Resources Management provide support to the Assistant Secretary through promulgation of human resources practices and programs which enable VA to attract, develop and retain people who provide quality services to veterans and their families and service to Administration Heads, Assistant Secretaries, Key Officials and staff in VACO and the field. Human resources advice, assistance and support is furnished to the Office of the Secretary, the Veterans Healthcare Administration, the Veterans Benefits Administration, the National Cemetery Administration, the Office of Congressional Affairs, the Office of Public and Intergovernmental Affairs, and other Departmental staff offices. Staff also responds to high level correspondence on human resources issues from congressional representatives, veterans and the public. The staff emergency operational requirements include preparing plans to mobilize VACO personnel, advising on policy and operational issues and developing procedures to share staff, services, and HR knowledge within VA and with other agencies to ensure availability of such resources in a national emergency. It provides HR support to the Secretary, Under Secretaries and Deputy Secretaries in performing their duties during emergency operations.

b. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with the Assistant Secretary, Office of the Secretary and other VA organizations listed in the above paragraph. These are Human Resources Management operations that must be resumed as soon as possible to continue to provide advice, benefits and services after the COOP plan has been activated.

Table 1 Essential Operations – Office of the Deputy Assistant Secretary for Human Resources Management - (Team B)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
C	Human Resources Management	Within 12 hours	DAS for Human Resources Management (05)
C	Provide expert advice and interpretive guidance to the field on staffing, pay, classification, employee relations, hours of duty and related compensation issues for GS, FWS and T-38 employees	Within 12 hours	Group Leader, Customer Advisory and Consulting Group (051)
C	Provide expert advice and interpretive guidance to VACO Administration Heads, Assistant Secretaries and Key Officials on staffing, pay, classification, employee relations, hours of duty and related compensation issues for GS, FWS and T-38 employees	Within 12 hours	Team Leader, Headquarters and Executive Resources (052)

c. **Essential Positions.** The following positions are identified as being essential. Individuals assigned to essential positions will be prepared to report to work or relocate on short notice to a Backup Operations Site, activate the site, and carry out essential operations for the duration of a declared emergency or disaster.

Table 2 Essential Positions - Office of the Deputy Assistant Secretary for Human Resources Management - (Team B)

Office	Position
05	DAS for Human Resources Management
051	Group Leader, Customer Advisory and Consulting Group
052	Team Leader, Headquarters and Executive Resources

d. **Hardware**

Table 3 Initial Hardware - Office of the Deputy Assistant Secretary for Human Resources Management - (Team B)

Equipment Name	Qty	Assigned To	Remarks
PC	3	Staff personnel	A Network PC is an uninterrupted requirement
Printer	1	Shared within the office.	Network printer. This is an uninterrupted requirement.
Phones	3	Staff	2 phones are an uninterrupted requirement;
Copier	1	Shared within the office.	1 is an uninterrupted requirement; 1 more copier is needed after 2 weeks.
Fax	1	Shared	This is an uninterrupted requirement.

e. **Software**

Table 4 Initial Software - Office of the Deputy Assistant Secretary for Human Resources Management - (Team B)

Item	Description	Qty	Remarks
MS Office Suite	Applications	3	
MS Outlook	Email Client	3	
VA HRM Directives	Agency HR Policies and Regulations	3	Disk back-up of Intranet Files
EDMS	Correspondence	3	

f. **Communications**

Table 5 Initial Communications - Office of the Deputy Assistant Secretary for Human Resources Management - (Team B)

Equipment Name	Number of Lines	Remarks
modem; fax; video; radio; beeper; walkie-talkie; cellular phone	1	Connectivity to VA staff, Network & Files
Speaker Phones	1	For conference calls
Voice Mail		An uninterrupted requirement.
Phone lines	2	2 connections are an uninterrupted requirement.

g. **Vital Records.** No documents, records, or files are essential. Office uses standard paper.

Table 6 Vital Records - Office of the Deputy Assistant Secretary for Human Resources Management - (Team B)

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
Official Personnel Records		√		Requires access to the information, either electronically or in hard copy
Copy of OHRM COOP Plan				
Phone and POC lists				

h. **Materiel**

Table 7 Materiel - Office of the Deputy Assistant Secretary for Human Resources Management - (Team B)

Item	Description	Qty	Remarks
Standard office supplies	Pens, pencils, paper, envelops, paper clips, stapler, etc.		

i. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with the Assistant Secretary, Office of the Secretary and other VA organizations.. These human resources operations will be resumed as soon as possible to back-up the B Team and continue to provide advice, benefits and services after the COOP plan has been activated.

Table 8 - Essential Operations – Office of the Deputy Assistant Secretary for Human Resources Management - (Team C)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
I	Responses to priority correspondence in EDMS (e.g., congressional, White House letters, etc.)	Day 6	Program Assistant (Correspondence) DAS for Human Resources Management (05)
H	Control of Official Personnel Folders for all VACO employees, including SES		Personnel Management Specialist
H	Life and health insurance, and other benefit programs to assist employees and/or their families as needed		Personnel Assistant
C	Time and attendance records and payroll entries		Personnel Assistant
	Responses to priority		Program Assistant (Correspondence)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
I	Correspondence in EDMS (e.g., congressional, White House letters, etc.)		
I	Budget		
I	Policy Publication, Distribution & Record Mgt.		
I	RIF Runner/Data Base Support		

j. **Essential Positions.** The following positions are identified as being essential. Individuals assigned to essential positions will be prepared to report to work or relocate on short notice to a Backup Operations Site, activate the site, and carry out essential operations for the duration of a declared emergency or disaster.

Table 9 Essential Positions - Office of the Deputy Assistant Secretary for Human Resources Management - (Team C)

Office	Position
051	Program Assistant (Correspondence) DAS for Human Resources Management (051)
	Personnel Management Specialist
	Personnel Assistant
	Personnel Assistant
051	Program Assistant (Correspondence)
054	IT Coordinator
	Communications Officer
	IT Technician
	Director
	Web Person

k. **Hardware**

Table 10 Initial Hardware - Office of the Deputy Assistant Secretary for Human Resources Management - (Team C)

Equipment Name	Qty	Assigned To	Remarks
PC	10	Staff	A Network PC is an uninterrupted requirement
Printer	2	Shared within the office.	Network printer. This is an uninterrupted requirement.
Phones	10	Staff	1 phone is an uninterrupted requirement;
Copier	1	Shared within the office.	1 is an uninterrupted requirement;.
Fax	1	Shared	This is an uninterrupted requirement.
ZIP drive 100 MB	1		

I. Software**Table 11 Initial Software - Office of the Deputy Assistant Secretary for
Human Resources Management - (Team C)**

Item	Description	Qty	Remarks
MS Office Suite	Applications	10	
FrontPage 2000	Web Authoring Tool	2	
MS Outlook	Email Client	10	
VA HRM Directives	Agency HR Policies and Regulations	1	Disk back-up of Intranet Files
EDMS	Correspondence	1	

m. Communications**Table 12 Initial Communications - Office of the Deputy Assistant Secretary for
Human Resources Management - (Team C)**

Equipment Name	Number of Lines	Remarks
modem; fax; video; radio; beeper; walkie-talkie; cellular phone	10	Connectivity to VA staff, Network & Files Network access for PAID/OLDE system
Speaker Phones	1	For conference calls
Voice Mail	10	An uninterrupted requirement;.
Phone lines	10	10 connections are an uninterrupted requirement;.

n. Vital Records

No documents, records, or files are essential. Office uses standard paper.

**Table 13 Vital Records - Office of the Deputy Assistant Secretary for
Human Resources Management - (Team C)**

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
Official Personnel Records		√		Requires access to the information, either electronically or in hard copy
Copy of OHRM COOP Plan				
Phone and POC lists				
Web site files				

o. **Materiel**

Table 14 Materiel - Office of the Deputy Assistant Secretary for Human Resources Management - (Team C)

Item	Description	Qty	Remarks
Standard office supplies	Pens, pencils, paper, envelopes, paper clips, stapler, etc.	1	dozen
Computer disks		5	reams
Paper for copiers, FAX and printers	duplication	1	pkg.
Forms	Retirement, insurance claims, TSP withdrawal		Meet emergency employee needs

29. Office of the DAS for Security and Law Enforcement – (TEAM B) and (TEAM C)

a. **General Discussion.** The Deputy Assistant Secretary (DAS) for Security and Law Enforcement (S&LE) serves as the Emergency Preparedness Officer and develops procedures relative to the duties of the Secretary who, as a cabinet officer of the United States is line of succession to the presidency (Title 3 USC § Chapter 19). In addition, the staff of the DAS S&LE directs VA emergency preparedness activities. In lieu of the Secretary serves as the Department's representative to senior Federal emergency preparedness councils, and committees regarding national security emergency preparedness and continuity of government. Further, staff of the DAS S&LE serves as the Department's point of contact for all mobilization, responses, or informational emergency alerts or notifications. It prepares plans to achieve full staffing and operational capability of VA's emergency relocation sites including transfer of designees under specified conditions.

b. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with the White House NSC staff, FEMA and the Secretary.

Table 1 Essential Operations - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team B)

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Interface with the White House, FEMA & Secretary	Uninterrupted Requirement	DAS for Security and Law Enforcement
H	POC for all mobilization, Responses of information relating to emergency alerts or notifications.	Uninterrupted Requirement	DAS for Security and Law Enforcement
H	Interface with VA EMSHG Martinsburg, West Virginia	Uninterrupted Requirement	Director of Emergency Preparedness and Administration
H	Protection for Secretary until deployment	Uninterrupted Requirement	Security Specialist
I	Provide physical security for VACO in conjunction with Office of Administration (03)	Uninterrupted Requirement	Director Police and Security Service
I	Maintenance of Departmentwide Police Program	Uninterrupted	Director Police and Security Service

c. **Essential Positions.** Essential positions are the DAS for Security and Law Enforcement, Director of Emergency Preparedness and Administration, Director Police and Security Service, Director Law Enforcement Training Center, Security Officer, and Security Specialist.

Table 2 Essential Positions - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team B)

Office	Position
DAS for Security and Law Enforcement	DAS for Security and Law Enforcement
Director of Emergency Preparedness and Administration	Director of Emergency Preparedness and Administration
Director Police and Security Service	Director Police and Security Service
Security Office	Security Officer
Director Police and Security Service	Security Specialist
Director Police and Security Service	Physical Security Specialist

d. Hardware

Table 3 Initial Hardware - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team B)

Equipment Name	Qty	Assigned To	Remarks
PC	5	Staff personnel	A Network PC is an uninterrupted requirement
Printer	3	Shared within the office.	Network printer. This is an uninterrupted requirement.
Phones	5	Staff	5 phones are an uninterrupted requirement;
Copier	1	Shared within the office.	1 is an uninterrupted requirement; 1 more copier is needed after 2 weeks.
SECURE Fax	1	Shared	This is an uninterrupted requirement.
STU III	1	Shared	This is an uninterrupted requirement.

e. Software

Table 4 Initial Software - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team B)

Item	Description	Qty	Remarks
e-mail software		5	an uninterrupted requirement
Std VA MS software	MS Office Pro	5	an uninterrupted requirement
Security off. Databases		4	an uninterrupted requirement
IFCAP		2	an uninterrupted requirement
WINPAK		2	an uninterrupted requirement
FMS AUSTIN		5	an uninterrupted requirement

f. **Communications****Table 5 Initial Communications - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team B)**

Equipment Name	Number of Lines	Remarks
Interface to the VANTS	1	This is an uninterrupted requirement.
STU III	1	This is an uninterrupted requirement.
Connectivity to e-mail	5	This is an uninterrupted requirement.
Phone lines	7	Connections are an uninterrupted requirement.

g. **Vital Records.** The Security Office and Police Officer databases are essential.**Table 6 Vital Records - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team B)**

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
COOP		Disk	Staff personnel	
Security office database		Disk	Staff personnel	
Police officer database		Disk	Staff personnel	
Phone and POC lists		Disk	Staff personnel	

h. **Materiel.** The office uses standard paper.**Table 7 Materiel - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team B)**

Item	Description	Qty	Remarks
Protection detail equipment	Firearms, microphone		To be used for protection of the Secretary

i. **Essential Operations.** To support S&LE COOP responsibilities, interface with Team B, VA EMSHG, Martinsburg, West Virginia and oversight of field resources for the S&LE Law Enforcement Program.**Table 8 Essential Operations - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team C)**

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Interface with Team B, VA EMSHG	Uninterrupted	Director, Police & Security Service
C	Maintenance of Department wide Police Program	Uninterrupted	Director, Police & Security Service
I	Provide Physical Security for Team C in conjunction with Office of Admin. (03)	Uninterrupted	Physical Security Specialist
I	Administrative Support	Uninterrupted	Program Assistant

Appendix A

C	Safeguard and Store Classified Information received from Team B	Uninterrupted	Security Specialist
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j.. **Essential Positions.** The following positions are identified as being essential. Individuals assigned to essential positions will be prepared to report to work or relocate on short notice to a Backup Operations Site, activate the site, and carry out essential operations for the duration of a declared emergency or disaster.

Table 9 Essential Positions - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team C)

Office	Position
Director, Police & Security Service	Director, Police & Security Service
(07B)	Inspector
(07B)	Inspector
(07B)	Physical Security Specialist
(07B)	Physical Security Specialist
(07C)	Security Specialist
(07C)	Security Specialist
(07A)	Program Assistant
(07A)	Program Assistant

k. **Hardware**

Table 10 Initial Hardware - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team C)

Equipment Name	Qty	Assigned To	Remarks
PC's	9	Staff Personnel	Network PC's 9 are an uninterrupted requirement.
Printers	3	Staff Personnel	Network Printer. This is an uninterrupted requirement.
Phones	9	Staff Personnel	9 Phones are an uninterrupted requirement
Secure Fax	1	Staff Personnel	This is an uninterrupted requirement
4 Drawer Mosler Safe	1	Staff Personnel	This is an uninterrupted requirement.
4 Drawer Filing Cabinet	1	Staff Personnel	This is an uninterrupted requirement.
STU Phone	2	Staff Personnel	This is an uninterrupted requirement.

l. **Software**

Table 11 Initial Software - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team C)

Item	Description	Quantity	Remarks
E-mail software		9	An uninterrupted requirement
FMS (Austin)		2	An uninterrupted requirement
IFCAP		2	An uninterrupted requirement
WINPAK Access Database		2	An uninterrupted requirement.
Security Office Database		2	An uninterrupted requirement.
Windows/MS Office		9	An uninterrupted requirement.

m. Communications**Table 12 Initial Communications - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team C)**

Equipment	Number of Lines	Remarks
Interface to	9	This is an uninterrupted requirement.
Communications interface	9	This is an uninterrupted requirement.
Connectivity to e-mail	9	This is an uninterrupted requirement
Phone Lines	9	This is an uninterrupted requirement.

n. Vital Records

Security Office, and Police Officer database are essential. The office uses standard paper. The office will require (5) packs of Department letterhead and Memorandum Paper, 3 boxes of Xerox paper.

Table 13 Vital Records - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team C)

Vital Records Name	Location	Format, Paper Disk/Tape/CD	Access Required by	Remarks
VA Directive and Handbook 0320		Disk	Staff Personnel	
Phone and POC Lists		Disk	Staff Personnel	
Security Office Database		Disk	Staff Personnel	
Police Officer Database		Disk	Staff Personnel	

o. Materiel**Table 6 Materiel - Office of the Deputy Assistant Secretary for Security and Law Enforcement - (Team C)**

Item	Description	Qty	Remarks
Department Letterhead	Pack	5	
Memorandum Paper	Pack	5	
Copier Paper	Box	5	

30. Office of the Assistant Secretary for Congressional Affairs - (TEAM B)

a. **General Discussion.** The Office of the Assistant Secretary for Congressional Affairs (OCA) is responsible for the coordination of VA policies and programs with the Congress. OCA is the main point of contact between the Department and Congress. Staff also manages the processing of high level correspondence and documents.

b. **Essential Operations.** Essential responsibilities during emergency operations involve interfacing with members of Congress, their staff, key congressional committees, as well as the Office of the Secretary and other VA organizations. During an emergency, OCA will provide information to members of Congress, their staff, and key congressional committees about VA programs, services and responsibilities under emergency conditions.

Table 1 Essential Operations - Office of the Assistant Secretary for Congressional Affairs

Rank H,C,I	Operation	Crisis response or Action To Be Taken and Timeframe	Person Responsible
H	Support and interface with Secretary, members of Congress and their staff, and key congressional committees, public affairs personnel, and other VA personnel.	Within 12 hours	PDAS for Congressional Affairs and DAS for Congressional Operations
H	Processing information for members of Congress	Within 12 hours	Director, Congressional Affairs
H	Provide updates to congressional offices as needed	Within 12 hours	Director, Congressional Affairs

c. Essential Positions

Essential positions are the Assistant Secretary for Congressional Affairs, Principal Deputy Assistant Secretary for Congressional Affairs, and the DAS for Congressional Operations.

Table 2 Essential Positions - Office of the Assistant Secretary for Congressional Affairs

Office	Position
Office of Congressional Affairs	PDAS for Congressional Affairs
Office of Congressional Affairs	DAS for Congressional Operations
Office of Congressional Affairs	Director, Congressional Affairs

d. **Hardware****Table 3 Hardware - Office of the Assistant Secretary for Congressional Affairs**

Equipment Name	Qty	Assigned To	Remarks
PCs	5	Staff personnel	Network PCs. 2 PCs are an uninterrupted requirement; 3 additional PCs are needed after 2 weeks.
Printer	1	Shared within the office.	Network printer. This is an uninterrupted requirement.
Phones	5	Staff	2 telephones are an uninterrupted requirement.
Copier	1		1 is an uninterrupted requirement;
Fax	2		This is an uninterrupted requirement.

e. **Software****Table 4 Software - Office of the Assistant Secretary for Congressional Affairs**

Item	Description	Qty	Remarks
Email software		5	A uninterrupted requirement
Std VA MS software		5	

f. **Communications****Table 5 Communications - Office of the Assistant Secretary for Congressional Affairs**

Equipment Name	Number of Lines	Remarks
Connectivity to e-mail	3	A uninterrupted requirement
Phone lines	5	2 connections are an uninterrupted requirement

g. **Vital Records**

No documents, records, or files are essential. The program offices will provide those documents, records, and files necessary. Office uses standard paper.

Table 6 Vital Records - Office of the Assistant Secretary for Congressional Affairs

Vital Records Name	Location	Format Paper Disk/Tape/CD	Access Required By	Remarks
None required		√		

h. **Materiel****Table 7 Materiel - Office of the Assistant Secretary for Congressional Affairs**

Item	Description	Qty	Remarks
None required.			

